



Castroville Library



Building Program with Conceptual Plans

Overview and Introduction

General Requirements of Library Building

Spatial Relationships

Summary of Facility Space Requirements

Space Descriptions

Preliminary Project Budget

Building Program with Conceptual Plans	1
Section 1	1
Building Program	1
Introduction	1
Overview of Need	2
Project Timetable	2
Relationship of Building Program to Architectural Design	3
Library Building Team	3
General Requirements of Library Building	6
Exterior Design Criteria	6
Exterior Landscaping	6
Exterior Illumination	7
Exterior Parking/Sidewalks	7
Exterior Refuse	8
Exterior Roof/Water Control	8
Exterior Signage/Graphics	8
Exterior Space Finishes	9
Exterior Utilities	9
Interior Design Criteria	9
Occupancy	9
Type and Size of Collections	10
Flexibility and Expandability	10
Staff Efficiency	11
Energy Efficiency	11
Fenestration	12
Space Finishes	12
Access for the Disabled	13
Acoustics	13
Environmental Conditions (HVAC)	14
Illumination	15
Power and Data Communications	16
Security Systems	18
Signage/Graphics	20
Audio-Visual Systems	20
Visual Supervision	20
Entrances / Exits	21
Book Returns	21
Casework	22
Exhibits / Displays	22
Specific Design Requirements	23
Appendix A	A
Master list of Furniture and Equipment	A-1



Appendix B	B
Spatial Relationships Diagram	B-1
Appendix C	C
Occupancy	C-1
Appendix D	D
Allocation of the Library's Collections and Shelving the Library's Collections	D-1
Appendix E	E
Summary of Facility Space Requirements	E-1
Appendix F	F
Space Descriptions	F-1
Appendix G	G
Flexibility	G-1
Appendix H	H
Fenestration	H-1
Appendix I	I
Finishes	I-1
Appendix J	J
Access	J-1
Appendix K	K
Acoustics	K-1
Appendix L	L
HVAC	L-1
Appendix M	M
Illumination	M-1
Appendix N	N
TeleCommunications and Electrical	N-1
Appendix O	O
Security	O-1
Appendix P	P
Signage	P-1
Appendix Q	Q
Preliminary Project Budget	Q-1
Appendix R	R
Bibliography	R-1
Section 2	
Conceptual Plans	
With Outline Specifications	



<i>Table 1 (Section I) Time Schedule</i>	<i>3</i>
<i>Table 2 (Section II) Floor Finishes</i>	<i>13</i>
<i>Table 3 (Section II) Lighting Guidelines</i>	<i>16</i>



Section 1

Building Program

Introduction

Juan Bautista Castro founded Castroville, the second oldest town in Monterey County, in 1863 is historically significant as the second oldest town in Monterey County. . In 1865, Wells Fargo Bank opened on Merritt Street. The United States Post Office was established on March 14, 1867. In the Palace of Fine Arts in Washington, D.C. is a painting of Castroville depicting it as the most western town in the United States at the time.

The artichoke appeared in the 1920's when a number of Italian farmers settled in the area & planted their familiar thistle from the old country. Due to extremely fertile soil & ideal climate, by the late 1940's Castroville was crowned "The Artichoke Center of the World." Castroville today is a pleasant & prosperous unincorporated town. Local affairs & conditions are guided & supported by the active Chamber of Commerce. The economy, although predominately agricultural, is stimulated by several industrial operations within & near the city.¹

Castroville is relatively flat and surrounded by a complex system of wetlands and sloughs. Distant mountain ranges to the east, north, and south, with farmlands in the foreground, dominate the visual character of the area and provide a variety of scenic vistas. The main residential area is north of Highway 156 and east of Merritt Street. An overpass carries Highway 156 over the railroad tracks that continue on to Watsonville.²

The Monterey County library system was established in 1912. It grew from its early days of being primarily composed of small deposit collections in homes of community residents, to professionally managed libraries in fixed, single-purpose facilities. Monterey County Free Libraries serves an ethnically, culturally, and economically diverse population of more than 400,000 county residents residing in a 3,125 square mile area of Monterey County, California. The Library's service area extends from the Pacific Coast and Monterey Bay to the agricultural interiors of the Salinas Valley. Library service is through its seventeen branch libraries, two bookmobiles, Books-by-Mail service, Adult Literacy Program, Homework Centers, Community Information Program, Internet public access, and Friends-of-the-Library groups. Access is also provided via on-line and off-site public access catalogs, dictionaries, health and human services directories, and activities directories. The Castroville library service area consists of the town of Castroville, the communities of Moss Landing, Monte del Lago (Mobile Home Park) and Oak Hills, along the Highway 156 corridor, as well as the new community of Moro Cojo, on Castroville

¹ *Official Chamber of Commerce Map of Castroville and Greater North Monterey County, 1998*

² *Initial Study, Castroville Community Facility, March 2002, Monterey County Housing and Redevelopment Agency,*
pg. 9



Road. As noted in the needs assessment, most of the residents work in the local agricultural industry.

Overview of Need

The Castroville Library is currently providing services in a short-term leased facility of 3,797 square feet located in the Castroville Station Shopping Center. This space has been inadequate to support the community's needs for sometime. The current population of 8,562 is expected to expand to 9,508 in five years and to over 13,000 within 20 years. Unless additional space is provided, the work of the library will increasingly fail to fulfill its mission to provide "a network of information centers serving the diverse communities of Monterey County by offering opportunities for all to succeed in school, work and their personal lives."

The Castroville library service area is comprised of a large percentage of Latino families with income and educational levels that are statistically low. The role of an education and information center is crucial to this community, many of whose members lack the resources to participate in this information age. The Castroville Library provides its patrons access to technology, training, and educational support, to facilitate their success.

The current library space is far too small to accommodate the needs of the community. This spacing shortage impacts all library programs. The award-winning Homework Center, where student visits average 35-40 per day, must share space with the adult, young adult, and senior areas with only 20 seats available. Patrons need quiet space for reading, studying, and research, but in such cramped quarters it is difficult to maintain manageable noise levels. Expansion of book and A/V collections is severely limited. With room for only 6 public access computers and 2 OPACs, technology resources are sorely lacking but there is simply no space to accommodate new equipment or technologies. The single meeting room seats only 6-8 comfortably severely restricting services and programs the library can provide.

In recent years, a group of concerned residents, working in collaboration with local governmental agencies, forged a unique public/private partnership to improve the quality of life for families in the community. As part of this larger, multi-faceted community revitalization strategy the citizens of Castroville have been working together to develop a new library and a local history and cultural museum for over seven years. As the project developed, additional community needs were identified. In response to these needs the concept of a Community Center for Castroville has evolved. In addition to the library, this Community Center will include a planned Childcare and Family Development Center to be operated by the Office of Education.

Project Timetable

The following is the timetable for the proposed project.



Table 1 (Section I) Time Schedule

ACTIVITY	ACTUAL DATE	PLANNED DATE
Site Acquired	06/10/02	
Planning and Land Use Permits Obtained	08/01/02	
Schematic Plans Completion		06/01/03
Design Development Plans Completion		08/01/03
Working Drawings (90%) Completion		09/15/03
Construction Documents Completion		10/15/03
Project Advertised for Bids		01/15/04
Start of Construction		04/01/04
Estimated Mid-Point of Construction		04/15/04
Completion of Construction		03/01/05
Opening of Library Building to the Public		05/01/05
Final Fiscal & Program Compliance Review Completed		07/01/05

Relationship of Building Program to Architectural Design

The library building program gives general and specific building recommendations by the Monterey County Free Libraries for the Architect and contractor enumerating in detail the project's program requirements. The building program is general and specific in terms of measurements and directions so that the schematic designs and working drawings that the Architect prepares will meet the library's functional requirements. The program is to be used as a flexible, opportunistic guide to a final design after initial and subsequent plan discussions.

This document does not attempt to determine the design of the building from an Architectural and/or designer/builder point of view, but does focus directly on the functional aspects of the building and the Architect will be held responsible for following these directions. In the event that the Architect determines desirable alternatives to the program, he or she must follow project procedures in seeking to change it.

Library Building Team

"The construction of the facility is part of a larger redevelopment effort in Castroville, which is described in a 1998 report, *Merritt Street Corridor Revitalization Strategy*, and spearheaded by the Monterey County Redevelopment Agency (Redevelopment Agency)."³ The Castroville Community Projects Coalition was formed to work on this initiative. The North County Recreation and Park District was also a vital element in the Coalition. The North Monterey County Unified School District, Dr. Leo St. John, Superintendent, was consulted concerning the student needs and desires. Dr. Tom Woodruff, Assistant Superintendent for Business Services reviewed the building plans and provided input. In addition, community groups were consulted throughout the design process. The following list identifies the key players of the

³ Initial Study, March 2002



Library Building Team and their responsibilities. The Architects have been engaged through a competitive selection process to provide architectural services for the Castroville facility. The Paul Davis Partnership also designed the new Greenfield and King City Libraries and were site development consultants for the proposed new Castroville Branch. David Smith, consulting librarian, is a nationally known library building consultant and professional librarian with over 100 building projects to his credit and has been retained to assist on the Library project.

Monterey County Redevelopment Agency:

Jim Cook, Program Manager and *Nancy Wright*, Project Manager of the Redevelopment Agency that will be the lead agency for the project.

Friends of the Castroville Library:

Elaine Stanton, President, *Nancy Ansonio*, Vice-President, and *Sharon Green*, Treasurer of the Friends will oversee the fund raising.

Monterey County Free Libraries:

Robert McElroy County Librarian, will act as lead person for Monterey County Free Library

Judith Collins, Library Consultant, will be responsible for review of building plans including responsibility for coordination and implementation in relation to functionality for public library services

Shirley Dawson, Branch Manager, will be responsible for review of building plans in relation to maximizing delivery of service to the community and of operational functionality for branch staff.

Architects:

S. Munoz & Associates in which *Salvador Munoz* will be the principal Architect and will work in conjunction with the Paul Davis Partnership to design the new Facility.

The Paul Davis Partnership Architects in which *Paul W. Davis* will be the principal Architect.

Grant Writer/Consultant:

Marie Glavin, Managing Director, Renaissance Resources Management Consulting will be responsible for grant writing portion of the fund raising.

Consulting Librarian:

David Smith has reviewed the initial phase of building plans in relation to functionality for public library service.

Project Manager:

Nova Partners will act as the Construction Project Manager and Owner's Representative for the County of Monterey Redevelopment Agency.



The Library Building Team will review and act on the following chronological steps in the completion of the building project, if appropriate or relevant.

- Secure project funding -- public and/or private sources.
- Complete Library Building Program.
- Initial schematic design, site plan, building elevations, model, and project cost estimates.
- Schematic drawings, outline of specifications, and cost estimates.
- Preliminary drawings, specifications, and preliminary cost estimates.
- Working drawings and specifications -- specific shelving, furniture, telephone, electrical, and cost estimates.
- Final building bid documents, drawings, specifications, and cost estimates.
- Construction bid awards.
- Construction change orders.
- Bid awards, if needed, for equipment and furnishings (if not in construction bid).
- Final inspection and acceptance of building.
- Revision of plans and specifications to "as built."
- Occupancy plan.
- Building dedication ceremonies.
- One-year inspection before end of warranty period.

The following are additional responsibilities for the Architect:

- Review and suggest desirable changes or additions (in writing) for Library Building Program at beginning of design process.
- Construct spatial relationship chart and project timeline.
- Provide specific minutes of all design, construction, and inspection meetings.
- Include in all schematic design development drawings, complete layout of shelving,
- Furniture, equipment (specify outline number, area name, square footage, number of volumes, linear feet, type of collection), and a summary indicating variation from building program.
- Route all documents and communications through the library consultant.
- Liaison with contractor.
- Contractor must have a full-time site superintendent.
- Provide necessary expertise in acoustic, lighting, interior design, etc.
- Collect, review, turn over "as built" drawings to Monterey County Free Libraries.
- Collect general, electrical, mechanical warranty materials, specification sheets operating manuals or written instructions and give to Monterey County Free Libraries in an indexed binder with written verification that installation is complete.

This program reflects the minimum space requirements needed by the community for the next 20 years. In addition to using known statistical information regarding the library and the future population projections, input from the library staff and the community has been solicited.



The Library Planning Committee has reviewed these documents.

General Requirements of Library Building

The role of the public library in the community should be the foremost design focus. The new library, as a community, education, information and technology center, will serve seniors, adults, young adults, juveniles, and children. The building should be designed to offer a variety of spaces to satisfy the needs of the Castroville community including additional space for the Homework Center, a Study/Tutor room, a conference room for meetings, and a Community Room for classes, presentations, trainings, and senior luncheons.

The exterior appearance and architectural appropriateness for the community is very important. The community vision is for a building that aesthetically melds its Italian and Spanish cultural heritage. The site will have a Spanish style Plaza that will include a garden and fountain, providing a suitable setting for a variety of cultural events that will celebrate the community. In both its interior and exterior appearance the building should present a comfortable, attractive, and friendly atmosphere that invites users to enter and take advantage of the services and resources available. The site for the Castroville Library and Child and Family Development Center is centrally located within the library service area and is accessible on foot or by car.

Design and construction must conform to all local, state, and federal building code requirements, including seismic considerations for shelving, etc., as well as those regarding access by the disabled as per the ADA. Interior space should be comfortable and informal with spacious aisles that allow for expansion of the collection and access by all users.

There must be incorporated into the building design the potential for future building expansion. The building will be expandable by at least 25 - 50%.

Exterior Design Criteria

Exterior Landscaping

The landscaping planning is to provide a pleasant and inviting appearance in keeping with the architectural design of the building. The plan will not be complex, and trees and shrubs designated must require minimum care. The following will be considered:

- Approaches to building should be inviting, attractive, and well lighted.
- Low maintenance landscaping is preferred.
- Drought resistant plants are preferred.
- Mature tree height should not obscure building.
- Shrubs and/or trees should be planted a minimum 15" from curb.
- Terrace slopes or sod are preferred to prevent washing.
- No stones, gravel, or other loose, hard cover materials.
- Hard surface (exposed aggregate concrete) under overhangs, other shady areas.



- Underground sprinkler system.
- Water hydrants will include inside turnoff.
- Faucets will be vandal proof.
- Sprinkler control panel vandal proof and readily accessible to maintenance personnel.

Exterior Illumination

Lights should enhance the building exterior and the immediate vicinity. Night lighting and exterior lighting should allow safe egress for public and staff and facilitate building security. The public entrance, staff, parking lot, and dock/service door areas should be well lighted at night for safety and utility.

Twenty-four hour path lighting should be provided in all major areas of the building with switching provided at the control panels. An astronomical clock for parking and ground lights and an electric photocell switch for security lighting should control exterior lights. All exterior lights should be properly located and focused to avoid glare on adjacent property and streets.

The posts for outside lighting should be round not square to discourage vandalism. If possible, exterior fixtures should be obscured by landscape, or integrated into the building design. Light fixtures should be of a design to resist breakage by objects such as rocks, etc. Moderate cost and ease of replacement must be considered.

Exterior Parking/Sidewalks

Immediately accessible public parking is critical to the maintenance of a high level of library use. Minimum on-site parking should follow local and state guidelines for dedicated library handicapped parking, one space (preferably van-size), ADA, and/or local code, whichever is greater. Secure, well lighted parking spaces for library staff should be provided immediately adjacent to the main or staff entrance. The number of parking spaces is to be determined.

The layout of parking should be simple and aid in the ease of access to and use of the library. Pedestrian safety must be provided for since many young juveniles will be moving through the area. Designated walkways from all sections of parking areas should be provided. Wheelchair ramps must be provided where needed and required by ADA. A temporary vehicle pull off or stopping zone for the book return will be provided. This pull off zone must not interfere with persons entering and leaving the main entrance.

There should be no, or very limited use of islands in the parking area. Use heavy, easily repaired bumper guards to protect wall, columns, sidewalks, etc. Any ramped roadway or inclined drives should be properly surfaced for traction of vehicles during wet and winter weather. Concrete, not asphalt, curbs should be used to avoid the need for constant repair.

Functional, attractive bicycle racks for bicycles designed to permit locking by owner, are to be provided in the immediate area to the public entrance.



The delivery area and adequate space for refuse pick up should be located, if possible, away from public parking. This is so that light delivery vehicles that will move in and out of this area on a daily basis will not have to traverse public parking areas and related traffic. Provide access directly from a service drive of ample width and turning radius. Parking for a Bookmobile may be required. An adequate directional sign system must be included in the design of the parking area. All direction, stop, yield, handicapped, etc. signs are to be included in the construction documents.

Sidewalks must be pitched away from the building for proper drainage but should not be used for drain run-off from roof. Scuppers are not to be located over walks, entrances, bicycle racks, etc.

Exterior Refuse

An adequate, screened garbage and/or dumpster and recycle bin space must be provided. It is preferred that a water faucet for attaching a hose with a spray nozzle for washing down the area, be incorporated into the area. The space should be away from the public entry and have lockable fencing.

Exterior Roof/Water Control

The design of the roof should facilitate drainage away from entrances, walks, parking. The roof should be in keeping with building design. Do not locate scuppers over walks, entrances, bicycle racks, etc. Underground drains are needed for drainage into the storm sewer. Roof drains must be properly protected from blockage and empty into storm sewer

Selection of materials and design should accommodate easy, economical maintenance and replacement. Design of the building should not permit unauthorized access to the roof. Roof hatch should have a lock. Safe staff access to all portions of the roof must be provided from non-public areas.

Exterior Signage/Graphics

The Architect is required to develop a comprehensive standardized sign, for the outside of the building. The building designation sign(s) must be visible from exterior of main entrance and parking area. An attractive exterior sign(s) will be designed for the library by the Architect, or under the Architect's direction, and will be constructed under the general contract. Sample suggestion of the text for the sign may be "Monterey County Free Libraries Petersen Branch." The sign(s) should attract the attention of pedestrian and motorist alike and effectively announce the presence of the library.

Certain sign designs might serve as the symbol or logo of the library. Sign may indicate if the library is open or closed. Directional signs using the American Library Association logo may be placed at strategic places on the advancing roadways, etc. All directional-parking signs must be included.



Exterior Space Finishes

All exterior material should be permanent or durable finish with no frequent painting, staining required. The use of wood should be kept to a minimum. High quality masonry, natural stone, is most desirable. Vandal proof textures and paint must be used. All exterior paint is to be washable.

Exterior Utilities

Underground power lines to the building should be used. Weatherproof outlets for water and for electricity must be of vandal proof design and located on all exterior sides to provide for maintenance and special functions. Exterior air conditioning and other mechanical equipment must be secure and screened. All utilities, water, gas, electricity, etc., must be underground but easily accessible for maintenance and shutoff.

Interior Design Criteria

Occupancy

Upon opening the Library staff will include two full-time persons, the Branch Manager and a Library Assistant, and two part-time persons, an additional Library Assistant and the Homework Center Attendant. In addition there will be library volunteers, and Friends groups that may have book sales and/or coffee bar areas.

Both staff and patrons must be comfortably accommodated in the facility. Staff occupied areas must be designed to provide visible supervision of the public spaces and the benefit of privacy. An outdoor staff lounge area is desired as well as a comfortable indoor space suitable for eating.

Library patronage is anticipated to increase by 50% immediately upon opening and continue to grow with the community. Approximately one to twenty patrons may be in any one area at any time. This is particularly true for the children's area during story time. The patrons will browse the stacks which involves walking and pulling books from the shelves, they will sit at tables, work at computer workstations, request reference and circulation assistance, and use the copier and fax machines. There will be seats at tables, in lounge areas, and at workstations.

For community meetings and library-related meetings more "temporary" patrons will need to be accommodated with appropriate seating, a kitchenette, audio-visual material and equipment, folding tables, and direct access to the rest rooms and library entrance. Another temporary occupant, the custodial crew, will also need storage and maintenance utility space that includes a mop sink and shelving.

Occupancy will be designated by the following: Reader Seats, Children's Reader Seats, Technology Carrels, Staff Workstations, Lounge Seats, Visitor Seats, and Meeting Room Seats. Occupancy as designated by seats in each division area is detailed in Appendix A.



Type and Size of Collections

The functions of the collection areas are to house the materials collections and provide convenient access to materials by users. The materials collection includes a variety of library materials requiring several styles and varying amounts of shelving. The arrangement of the collections must follow a logical pattern. Shelving will be based on approximately 80% of the total collection capacity.

The collection will be in various formats including audio-visual material, periodicals, and books, both hardcover and paperback. with a projected total volume of approximately 33,000 (with 25,000 projected volumes on shelf). There will be books on tape (audio book cassettes), videos (video cassettes), fiction, new books, non-fiction, biography, reserves & holds, large print, temporary, magazines, newspapers, back issues of magazines and newspapers, consumer information, pamphlets, ready reference, software, leased fiction, easy readers, picture books, and a local and state history collection. The areas should allow for expansion of the stacks.

The Castroville community has a large percentage of Latino residents, therefore, a minimum of 10% of the on-shelf collection will be international languages with additional available through the MCFL intra-library loan program.

See Appendix D for reports on the *Allocation of the Library's Book Collection*, *Allocation of the Library's Multimedia Collection*, and *Allocation of the Library's Periodical Collection* and *Shelving the Library's Collections* for an in-depth analysis of the allocation of the Library's collections and shelving requirements.

Flexibility and Expandability

The interior elements of the library will not remain fixed, but will be adjusted in response to changing needs and service patterns. An open, flexible floor plan, free of interior, load-bearing walls and closely spaced columns is essential. The design should provide for both visibility and flexibility.

The collection areas must have room for incorporating additional book stacks, especially the audio-visual area. It is expected that more room will be needed for workstations, public computers, On-line Public Access Computers (OPAC), and new technology that may be developed. Signage may be movable to accommodate possible rearrangement of designated spaces, etc.

The building interiors and furnishings should be designed to maximize space usage. This is particularly true for all meeting rooms, including the Community Room, Study/Tutor Room and Conference Room, and the Homework Center since each will be used for a variety of library programs. Furnishings that can be mobile will be, including technology carrels. Technology carrels located in the Homework Center will be moved to the Study/Tutor Room, or Community Room to accommodate training, literacy and other programs. A-V equipment will be moved to the Children's Area for Children's programs or to the Study/Tutor Room for special



school activities. Movable sound-deadening partitions are desired to enable division of the public meeting room into two or more sections to accommodate both large and smaller group activities.

Flexibility must also guide planning of partitions, electrical, lighting, and voice and data communication distribution systems throughout the building. Wiring grids shall be planned to accommodate re-arrangement of stacks, furnishings and technology.

Staff Efficiency

The organization and design of the interior spaces is critical to the efficient operation of the library and the effective delivery of public library services. It is essential that the facility be designed with a logical, functional layout of the materials collections and services, with attention to natural circulation patterns. This will provide patrons easy access to all that is available with as little staff intervention as possible. Good interior design of lighting, and signage also contribute to this end.

In order to maintain an efficient workflow, an understanding of the organizational steps in the service process is essential. Books will be coming into the staff services area, through the workroom, into the circulation area, and to the public shelves. Staff will be assisting patrons at the circulation area but will also be going out into the stacks. Staff will also be working at the reference counter and must have access to the reference area. A "galley kitchen" concept must be incorporated into all staff areas so that only a few steps will put the staff person in front of the workstation or shelf that he or she needs to use.

The staff must be able to view the entire library area without obstruction. The circulation and reference desks must have openings for quick exits by staff into the workroom and the main library area. All HVAC controls and thermostats must be conveniently located for staff use only. Long rectangular areas should be avoided, as walking distance from one end to the other will be too great. All staff technology must be at comfortable heights. Monitors located at public service desks must be placed so that the patron is visible.

As with most libraries, staffing is limited due to budgetary constraints, therefore staff efficiency is crucial to the success of the library.

Energy Efficiency

This building should be designed and equipped to be as energy efficient as possible. Energy conservation should be considered in the selection of interior and exterior finishes, windows and window treatments, HVAC systems, and insulation materials. Sun angles for the annual cycle should be studied and compensated for with overhangs, screens, etc. Windows should be located, if possible, to be shaded from the sun. Exterior windows should be insulated and use non-glare, heat-reflecting, tinted glass. Adding energy-saving devices in the future such as, passive solar panels should be possible. In incorporating state-of-the-art technology in the design process,



any costly technical provisions should be identified by the Architect in the planning/design discussions. The estimated cost of construction and payback period should be evaluated in writing. GREEN is the key word.

Fenestration

Windows should add to the ambiance of the building. Their placement should provide an inviting view of the interior from the street, and natural light that contributes to the warm, comfortable, friendly atmosphere the community seeks. The community meeting rooms should include large picture windows to view the outside landscaped areas.

Natural light and a good view in the staff lounge and kitchen will contribute to employee morale. Lowering windows in the children's area must be considered to give shorter patrons an opportunity to look out of the windows.

However, window locations must not affect the layout and use of shelving, furniture, and equipment, or impact security considerations. In addition the harmful effects that direct natural light can have on materials, finishes and equipment, such as fading and glare must be prevented.

Selected windows in all major public and staff areas should pivot or open to allow for natural ventilation, particularly in the event of mechanical failure. Wherever possible, windows that open must include screens to prevent the incursion of pests. Opening poles for high windows and coverings must be provided.

Maintenance and replacement costs should be considered on all designs selected. Standard available sizes must be used when possible. Removable windows will facilitate cleaning. An insulated, translucent skylight of fiberglass over the Circulation and Reference Service areas should be considered, however, caution should be exercised in the use of clerestory windows and skylights because of maintenance cost and the problem of sun control. All meeting rooms need to have darkening capability. The Architect will recommend, if necessary and if desired, curtains, blinds, or other window coverings.

Interior windows must be included between the main library area and the community meeting room, study/tutor space, staff workroom, and juvenile area to provide visibility.

Space Finishes

It is essential that building materials and finishes be selected with an emphasis on long-term attractiveness, durability, and ease of maintenance.

Washable paint is to be used throughout the interior of the building. All glass must be safety glass. Flooring in the kitchen areas must be easily cleaned of food and water spills.



Rest rooms must have durable, easy to maintain materials such as ceramic tile, preferably from ceiling to floor. Partitions and walls should be as vandal-proof as possible. A hard flooring surface, such as terrazzo, stainless steel, and wood must be considered for all finishes and materials.

Water fountains must be surrounded by tile or similar water and scuff resistant material. The custodial closet must be utilitarian and easy to keep clean.

Tack wall coverings should be provided for art, announcements, and informational material in public notice areas including the Lobby and the Community Room, and possibly the young adult and juvenile areas, and study/tutor room. The walls should be of a color and material to permit multi-image projection capability.

Carpet is required in virtually all public areas. A few non-carpeted areas may be in the entry foyer (except for walk-off mats), loading areas, and some extremely high traffic areas; such as in front of the circulation and reference services counter. Heavy-duty commercial carpet is recommended. Carpet tiles will be considered. Suggested floor coverings by area are: (some areas may have a combination)

Table 2 (Section II) Floor Finishes

AREA	MATERIAL
General Building Services	Concrete or vinyl tile
Library Entrance	Quarry tile or recessed walk-off mats or equivalent
Circulation and Reference Services	Heavy-duty commercial carpet, quarry tile, or vinyl/linoleum tile
Rest Rooms	Ceramic or quarry tile
Staff Lounge	Vinyl tile, quarry tile, or heavy-duty commercial carpet
Staff Workroom	Vinyl tile or heavy-duty commercial carpet

Access for the Disabled

The Architect and contractor must meet or exceed all appropriate local, state and Federal ADA requirements. The library should provide a welcoming, easily navigated space for all users. Portable assistive devices will be provided for disabled patrons for telephones, and computer equipment.

Acoustics

While an open design increases the efficiency, flexibility and visibility of library space it also increases the potential for sound problems. As a result, special attention must be given to the acoustical treatment within the building.

Some critical sound operation points are the rest rooms, circulation and reference services areas, book returns, staff lounge and workroom areas, meeting rooms, kitchens, children and juvenile areas, and the Homework Center. Acoustical treatment in the public meeting room is important to keep programs, computers, audio-visual equipment, and meetings from disturbing general activities in the library. It should be noted that heavy use by children and juveniles is anticipated, and it is necessary to



keep the provisions for children and juveniles, in proper perspective with all the other types of users and groups. The book return room should be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff. Staff areas may require a high level of acoustical isolation to provide for private conversations or potential confrontations with patrons. In addition, general building services should be located away from areas requiring quiet.

All available architectural and design techniques should be considered to minimize noise levels. Wall treatments and the location of stacks will contribute to noise abatement. Acoustic ceiling tile with a high sound isolation rating must be used. Book stacks should be located as a buffer to reader seating so that patrons can escape for quiet reading, study, or undisturbed thought. Carpeting should be used in all but extremely high traffic areas of the building.

Environmental Conditions (HVAC)

Adequate heating and air-conditioning with proper control is essential, with particular attention to energy efficient and quiet operation. Excessive heat is a significant problem in summer. Adequate ventilation must be provided to all seating and lounge areas, including a thorough mixing of air in rooms to avoid stratification. All air introduced into the building must be filtered.

Special ventilation areas are the community meeting room, study/tutor areas, and kitchens. If possible, a separate heating and air-conditioning system should be constructed for the meeting room. Kitchen cooking area and rest rooms require an exhaust fan and/or ventilation.

Controls, vent locations, and any other mechanical elements must not conflict with the complete flexibility of arrangement of shelving, furniture, or equipment. Placement of all thermostats should be done in conjunction with the shelving and furniture layout. Thermostats in all building areas should have locked boxes to prevent adjustment by unauthorized personnel. The community and conference rooms must have a separate thermostat so that meetings scheduled when the library is closed will have control without requiring entry into the library.

The mechanical room must have adequate ventilation and insulation, adequate clearance for maintenance, and ample access to all equipment. The equipment room, housing the heating and cooling equipment, should also have adequate access to the outside for removal of heavy equipment, sound insulation in equipment, and vibration damping especially for any attic mounted equipment. All custodial work areas must be separate from the mechanical/equipment room(s).

All systems, HVAC, telephones, computers, etc. must be functioning before the library will occupy the building. Contractor or other in charge will instruct library staff in use of all systems before occupancy. No license shall be required to operate any of the mechanical equipment in the building. All hardware and mechanical items specified, and maintenance service, should be available locally. Inside building or outside ground installation of equipment is suggested rather than rooftop installation.



Illumination

Light is of major importance. There must be a carefully planned combination of controlled natural and artificial lighting with no glare at tabletop or reading level. Good, uniform lighting is required. Indirect lighting must be considered.

A common mistake in design is to base lighting layout on the shelving and furniture layout. The latter will change in many ways through the years. The lighting design should accommodate this without moving or adding fixtures. Attention should be given the light on lower shelves and "shadowing" created by the placement of tall shelving units. Possible lighting on stacks should be considered as well task lighting on tables and near lounge chairs to ensure that required light levels are achieved regardless of the arrangement of shelving or seating. In addition, lighting at all technology and staff workstations requires special attention to minimize glare on computer screens from both natural and artificial light sources.

In the children's program area and the Community and Conference Rooms, dimmable lighting for daytime audio/visual and computer screen usage must be provided. Consideration must be given to placing spotlights for speakers, and performers in the Community room and the children's program area. In addition, there must be good lighting of the audience space in the Community Room for lectures.

Interior lights should be restricted to fluorescent fixtures using white long-life tubes. Incandescent fixtures should be restricted to staff lounge area for residential atmosphere, closets, and other limited uses. Parabolic fixtures have worked well in libraries. Special effect lighting and fixtures should be kept to a minimum. No cylindrical or recessed heat-producing lighting fixtures are to be used in any area where patrons or staff will work. Spotlight fixtures are not to be used in any area where patrons or staff will work and are appropriate only for the high lighting of specific display or performance areas.

The variety and types of tubes and bulbs needed must be kept as few in number as possible to facilitate stocking and replacement. Replacements for all tubes, bulbs, lighting fixtures, and other lighting equipment must be available locally. Ease and accessibility of replacing light bulbs is essential. If necessary, bulb-changing equipment must be provided. Adequate storage space for tubes and bulbs must be provided.

An emergency lighting system is to be provided in all areas of the building, particularly in exit areas, as required by building code. Re-charging battery powered emergency lights must be installed in each workroom area.

Public area lighting is to have proper switching located behind the circulation and reference services desks. Circuit breakers must be used. The system installed must be properly labeled with permanent labels. The switches should control a sufficiently large area so that the building's lights may be turned off with speed and ease. Multiple tube fixtures in office, work, and conference areas shall be double-switched to allow half or all of the tubes in each fixture to be turned on so that the light level



can be varied. Individual rooms must have switched lighting and/or motion sensor lighting. The Library Building Team will review switch locations and fixtures selected before final approval.

The Architect is required to have an illumination engineer work very closely with the Library Building Team to provide high quality lighting of an acceptable level throughout the library without glare or shadowing. The Architect, lighting consultant, and contractor may refer to Library Lighting: A Primer for Librarians, Meyer, Scherer & Rockcastle, Ltd., Minneapolis, MN, 1996. Reference may also be made to Wheeler and Goldhor's, Practical Administration of Public Libraries, Harper & Row, New York, 1981, Chap. 20 "Building Planning Care," pp. 393-413. Some basic guidelines are as follows:

Table 3 (Section II) Lighting Guidelines

AREA	FOOT CANDLES
Book stack (Sustained at 30" above floor, vertical {Measured with light meter not ESI})	Min. 30
Circulation/reference (Desk top; important no glare on monitors)	50 – 60
Conference	30
Meeting	30 – 70
Multi-functional workstations (30" from floor; important no glare on monitors)	70+
Office/work (desk and table height)	70 – 100
Reading table/carrel (30" from floor)	50 – 70
Reference (desk top)	70 – 100
Study/tutor/computer room (Desk top; important no glare on monitors)	50 – 70

Power and Data Communications

The many technologies used in a modern library require that adequate electrical, telephone and data communications services be a priority. Since the technologies that these services support are continually evolving, and the interior layout is anticipated to change over time, design of the cabling distribution system must be flexible and capable of supporting the rearrangement and addition of furniture, stacks, and computer, telecommunications and audio-visual equipment. The number and location of outlets will be designated in the design development based on the furniture layout and input from library staff.

There must be evenly spaced runs of conduit and floor outlets in public and work areas, creating a grid for complete flexibility. Wiring grids shall be planned to accommodate any future re-arrangement of furnishings and technology. Grids must extend under stacks for future re-arrangement of shelving, workstations, furniture and equipment. Raised flooring must be considered for all wiring as this type of system is highly advised.



All staff workstations, public computers and OPAC's will be networked through the library LAN to the MCFL WAN, and the Internet with capability to support a variety of electronic and peripheral devices. Additionally, library patrons who bring laptop computers, or other equipment, must have access to power and networking at readers' seats or tables. Therefore, a minimum of one duplex power outlet and one duplex communications outlet (one voice and one data) shall be provided to each of these locations. Easy access to power and networking throughout the library is the goal. A combination of wired and wireless networking systems must be considered.

Providing a number of mobile technology carrels must be considered. Mobile technology carrels will support maximum use of space by providing added flexibility for temporary relocation of computers for specific activities, programs or training classes. Meeting rooms and program areas shall include power and data cabling to support the potential for online instruction, distance learning, video projection, audio-video uplink capability for library-generated broadcasts and the mobile technology carrels that may be used in those spaces.

Power and communications outlets must be provided for all other equipment including network printers, copy machines, fax machines, self-check out bays, return book bins, and security and PA systems, cash registers, refrigerators, microwave ovens, clocks, etc., as necessary.

Wire management strategies must be employed at all workstations, technology carrels and equipment locations. There must be no exposed wiring hanging from furniture or on the floor.

Great care must be given to layout of wall and floor outlets so there is no interference with shelving. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four, or more drops (jacks). Alternatively, the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture. All outlets must have child safety caps and be vandal-proof.

Outlets in floors, walls, or under-counter must be clearly labeled, and easy to use and reach. Outlet boxes are to be recessed for placing furnishings and equipment flush with walls. Outlets installed away from the wall must be flush to the floor. No floor monuments will be permitted. The electrical system should be capable of providing 220-volt service for heavy equipment in specified locations. Dedicated circuits or lines must be provided as required by equipment specifications.

Library LAN access to the MCFL WAN, NMCUSD WAN and the Internet via high speed, broadband lines such as T-1 or DSL is a priority. A minimum of cat 5 cabling is required, fiber optics and/or the latest technology including wireless networking, must be considered. Necessary networking equipment including routers and/or switches will be housed in the Telecommunications Room. The expansion of technology and associated equipment should be anticipated in the building plan, therefore, space for the future addition of servers and other equipment should be provided.



Cable TV access is required. Dedicated circuits may be recommended for some equipment such as copy machines and security systems controls. Surge protection and UPC systems must be provided to ensure the continual supply of clean power, free of surges and spikes.

The staff, circulation and reference services areas will be equipped with a phone system with the capability of paging staff in all areas of the building that are not reached by a possible intercom system. An intercom system or public address system may be needed for safety announcements to the public and staff. All phones must be cordless and have speaker capability. Telephone jacks should be placed in the Public meeting room, homework Center, Staff Services, Circulation and Reference Services, and other public areas for plugging in phones when needed. Direct communications between the staff services workroom and the public services desks is essential. The central answering point for the library will be at the circulation services, Reference Services, or Staff Services areas and will include a phone-answering device that gives the hours the library is open and takes message. A fax machine should be placed at either or both the circulation and reference services, and staff services areas

A public pay phone for use by patrons may be installed in the public entrance & lobby or near a well-lighted area outside the building. Electrical outlets will be located on all exterior sides of the building to provide for maintenance and special functions and must be weatherproof and vandal-proof.

All wiring must be reviewed and coordinated by the Monterey County Information Systems Department throughout the entire building process. All systems must be functioning before the library staff will occupy the building and the contractor or other will instruct the library staff in the use of all systems before occupancy.

Security Systems

Visual supervision will be a key component of the security of the library and spaces must be designed with visibility in mind. There will be a video surveillance system with security monitors located at the Circulation Desk. An inventory control gate will be included and located near the public exit and a minimum distance of eight feet from the nearest electronic workstation. Inventory control alarms must be audible at the Circulation Desk. Walled spaces must have a mechanical lock and key, an electronic keypad, or a magnetic card reader to control access. In addition, all heavy doors must have automatic door-closing mechanisms. Area that are partially glass walled and/or have glass doors, must have unobstructed views.

The lobby should be secured not only from the outside of the building, but also from the library itself to allow for use of the Community Room when the library is closed. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. Doors, desirable for sliding or folding to the Kitchenettes, should be lockable and access controlled by staff. Cabinets must also be lockable.



The staff entrance should be inaccessible to the public inside the building and well lighted for safety of staff leaving the building at night. A buzzer, doorbell, or intercom speaker is desirable as this will be a service delivery entrance. There should be a small view window in the staff door. If the Staff Workroom does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation/Reference Desk so they can get to it quickly if needed. Spaces requiring sound attenuation, such as the children's, young adult, homework center, and public computer spaces should have a window wall that would provide unobstructed views of the occupants.

An integrated security plan should include access control, visibility enhancement, increase in the probability of detection, and removal of the appearance of opportunities. Security systems considerations should include ease of use, obsolescence and cost, serviceability, training, and simplicity.

Additionally the architectural design of the building should accommodate the following security features:

- **Exit alarm**
 - Provided on all public exits other than main exit/entrance; panic hardware to be used with battery or electrically operated alarm.
- **Fire alarm**
 - Fire sprinkler system required
 - Design of zoned sprinkler system must acknowledge damage that water can inflict upon paper materials, computers, etc.
 - Fire emergency pulls must be alarmed-covered
 - System tied into police or fire department
 - Heat and smoke sensing devices provided
 - ADA code for light, other warning devices
- **Security alarm**
 - A separate alarm panel must be placed in the community meeting room
 - System to detect unauthorized entry, movement
 - Connected with police department or security service
 - Areas housing audio/visual and computer equipment receive special attention
 - Designed to reduce vandalism, personal, and property security
 - Separate system for meeting room
- **Telecommunications**
 - Lockable rooms and/or use locking anchoring devices
 - Locate away from exterior windows, doors
 - Place readily accessible to staff
 - Air-conditioned and/or vented secured room or area for LAN/WAN, telephone, Dynix, fire alarm, security alarm, electrical panels, etc.



Signage/Graphics

A logical building design allowing patrons to navigate without excess signage is desired. Graphics should be incorporated into the design of all public areas, including end panels. A specific and coordinated sign and labeling system should be integrated with the building graphics system designed by the Architect and bid as part of the general construction contract.

Attractive, contemporary, and very legible, easily revisable signage should be an integral part of the interior design. Both directional and informational signage for all major service and collection areas, including everything from the Circulation Desk to the Rest Rooms, should be provided. The Architect must prepare a layout and proposed design for inside signage noting special areas, including shelf signage, collections, ADA required emergency exits, etc.

Library hour signs and special notices should be placed in front windows and/or other highly visible areas. Banners over various areas must be considered. In addition, a special name for the children, juvenile, or outside areas may be as follows: "Our Library," L!BRARY. In addition, LED signage must be considered.

Signage may be placed on end-panels of shelving. The front of the stack area signage must guide people easily and directly. The range signs must be bold with large letters. They must be easily removed for replacement with signs produced by the staff.

Audio-Visual Systems

The Public Meeting Room, and any room that may be used for library programs, training or meeting purposes, should be capable of using audio-visual systems for presentations. In addition, an audio-visual workstation may be added in the future in the audio-visual area. Installed or portable televisions will be used for videotape or DVD material. Cable television access must be considered. Projection of computer images (e.g., PowerPoint), may be provided through video monitors or, for rooms seating more than 12, portable or installed projection equipment. In order to provide access to as many community members as possible, video cameras should be considered for videotaping events and presentations, and for distance learning signal origination. Video conferencing should be considered. Storage space for an A-V-cart and portable equipment will be included.

Visual Supervision

Visual supervision of all areas of the library must be possible from the circulation and reference desks. There should be no hidden corners. Mirrors should not be required. Visibility into all study/tutoring rooms must be provided. In addition, staff working in the staff workroom must be able to see into the main library area. Preferred shelving height is 45", except at walls, for maximum visibility. In addition, staff designated rooms, such as the Branch Manager's office, must have some form of visual contact with the library. The office should be placed near the circulation services area with windows for viewing the main library. The staff workroom must



be behind the circulation desk if possible for best interaction. Windows should be provided here so that staff in the workroom will be able to see if a patron is waiting at the circulation area.

Entrances / Exits

There will be only one main public entrance / exit to the library service area. The entrance must be highly visible and easily identified from the inside and outside of the library. It must present a welcoming first view of the library. In addition, it must be accessible from the parking lot and sidewalk. The entrance must be visually supervisable from the circulation and reference desks. There should be space provided for library and public announcements bulletin boards, pamphlet racks, display cases, public water fountains, and possible public telephones in main entry area or lobby.

A staff / delivery entrance should be provided, with as near a direct access to the staff workroom and staff lounge areas as possible. It is desirable that the staff door be situated away from the main public entrance to avoid confusion.

Emergency exits will be equipped with alarm devices and be mounted, flush with exterior walls with no exterior hardware. Doors must be wide enough to permit standard size wheelchairs.

A separate entrance / exit should be provided to the meeting room at ground level so that the meeting room may be used after-hours. Meeting room doors must be equipped with buffers or closing devices that reduce the sound of closing to an absolute minimum. Restroom facilities should be secured from the rest of the library for after-hours use by persons using the meeting room.

Book Returns

The book return room should be adequately planned and well insulated. The outside book return chute (wall slot mounted), that accesses into the book return room must have a close visible relationship to the public entrance.

The room must be of fire retarding design and include a smoke detector, sprinkler head, and floor drain, with a one-hour fire rating for the walls, ceiling and door. It must also be equipped with a ceiling light, preferably on a motion sensor.

The return slot outside should be at a height for easy use by juvenile, wheelchairs, as well as adults. It should be well-identified and adjacent to a vehicle pull-off or temporary stopping zone. It should be well-lighted to discourage vandalism and for patron security. The book return may be covered with a room, or semi-room such as those used for outdoor spas to provide protection from the weather.

An additional book return slot will be located in the circulation/reference services counter and will have a depressible book cart. A slot large enough for print and non-print materials will be made in the front base of the counter. RFIDs or other bar code devices must be installed in both book returns.



Book returns should be designed so that they do not interfere with persons entering or leaving the Library.

Casework

Custom built-ins and/or freestanding casework will be included in the construction bid. Circulation / reference and study or technology counters or possibly carrels could be built in. Standard furniture and furnishings may be used, particularly when future additions might be made.

Typically casework will receive heavy use and must be protected with caps, plates, moldings, carpet, acrylic, etc., where appropriate. Counter tops receive a great deal of abrasion and should be surfaced with extremely durable, washable material such as granite, high pressure laminate, or other surface materials which can be refinished or replaced quickly and inexpensively. Counters should include shelving and/or cupboards for supply storage. Lockable drawers and shelving, particularly under the circulation desk, must be provided. A locking cash drawer should be convenient to the check-in station but out of sight of the public with cash registers placed away from public reach.

Cabinets in kitchen areas must be adequate for storage of dishes, paper towels, napkins, utensils and cleaning supplies. All sinks must have a backsplash of either tile or other water-resistant material. Wherever possible shelving, particularly in the staff workroom, will be adjustable.

Counter tops, workstations and technology carrels must have cord wells with grommets or raceways for wire management. Workstations and technology carrels should have space for the assigned equipment including keyboards, monitors, hard drives, and appropriate peripheral devices, and include shelves for storage of paper, pencils and possible personal items. Computer printer shelves must be adjustable.

The Library Building Team will provide information on exact locations and quantities during the design process with review by Monterey County Free Libraries.

Exhibits / Displays

All display areas must be prominent and attractive. The major display fixtures will be included in the construction bid. Adequate space must be included in the design for all existing and/or new works of art such as murals, etc. The artwork must be installed by the contractor and be a part of the construction bid. Space must be made for donor and acknowledgement plaques in the public entrance or other areas. Wall acknowledgement plaques will also be included in the construction bid.

Display cases may be free-standing or built-in, although free standing should be easily moveable by two persons. Display cases must have lockable access and lighting should be considered. Tack wall may be provided in designated public and staff areas. Bulletin boards if used must have a sliding, locking glass cover in public areas. Chalk, marker boards and cork may be used in the meeting room, conference room, staff lounge or staff workroom.



Specific Design Requirements

Specific design requirements for the Castroville Branch Library are more fully described in the appendices that follow.



Appendix A

Master list of Furniture and Equipment



Appendix B

Spatial Relationships Diagram



Appendix C

Occupancy

Occupancy for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 0

BROWSING

New Book Display

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 0

CHILDREN'S LIBRARY

Children's Collection & Seating

CHILDREN'S READER SEATS: 12

CHILDREN'S TECHNOLOGY WORKSTATIONS: 0

Juvenile Collection & Seating

JUVENILE READER SEATS: 8

JUVENILE TECHNOLOGY WORKSTATIONS: 1

CIRCULATION SERVICES

Branch Manager's Office

VISITOR SEATS: 1

STAFF OFFICE WORKSTATIONS: 1

Circulation Desk

PUBLIC SERVICE DESK WORKSTATIONS: 2

TECHNOLOGY WORKSTATIONS: 0

SELF-CHECK OUT WORKSTATIONS: 3

Copy Bay

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 1

Self-Check Out Cluster

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 3

Self-Service Reserved Book Collection

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 0



Division Name

Space Name

Description/Detail Data

COMMUNITY ROOM

Community Room w/Kitchenette

MEETING ROOM SEATS: 60

CHILDREN'S MEETING ROOM SEATS: 0

Conference Room (Upstairs)

READERS SEATS: 0

TECHNOLOGY WORKSTATIONS: 0

CONFERENCE ROOM SEATS: 14

FICTION COLLECTION

Fiction Collection & Seating

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 1

HOMEWORK CENTER

Homework Collection & Seating

READER'S SEATS: 4

TECHNOLOGY WORKSTATIONS: 24

Study/Tutoring Room

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 0

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

READER SEATS: 8

TECHNOLOGY WORKSTATIONS: 0

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

LOUNGE SEATS: 4

TECHNOLOGY WORKSTATIONS: 0

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

READER SEATS: 0

TECHNOLOGY WORKSTATIONS: 4

Reference Collection & Seating

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 1

Reference Desk

TECHNOLOGY WORKSTATIONS: 0

PUBLIC SERVICE DESK WORKSTATIONS: 2



Division Name

Space Name

Description/Detail Data

STAFF SERVICES

Staff Entrance & Lobby

EXTERIOR STAFF SEATING: 4

Staff Lounge w/Kitchenette

STAFF LOUNGE SEATS: 4

Staff Services Workroom

STAFF OFFICE WORKSTATIONS: 2

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

READER SEATS: 4

TECHNOLOGY WORKSTATIONS: 1



Appendix D

Allocation of the Library's Collections and Shelving the Library's Collections

Collections for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

Audio Book Cassettes (Talking Books) and Video Cassettes (Videos), for adults, children, juveniles, and young adults, will comprise the collection. Some of the material will be in international languages.

BROWSING

New Book Display

New books for adult, children, juveniles, and young adults, in both English and international languages, will comprise the collection. The books will be placed facing outwards on display type shelving.

CHILDREN'S LIBRARY

Children's Collection & Seating

The Children's Easy Reader's and Children's Picture Books in both English and international languages, will be housed in this area. All shelving must be divider type.

Juvenile Collection & Seating

Juvenile fiction, non-fiction, magazines, and paperbacks in both English and international languages will be housed in this area. Back issues of magazines will be housed under pivotal shelf and not counted in total collection count.

CIRCULATION SERVICES

Book Return Room

Only returned material in the area.

Branch Manager's Office

Shelving for Branch Manager's temporary personal collection will be housed here. These items will not be counted in total collection count.

Circulation Desk

Shelving for temporary housing of material to be sorted.. These items will not be included in the total collection count.

Self-Service Reserved Book Collection

The temporary "reserve" and/or "hold materials will be housed in this area. The patrons will collect their own assigned items. These items will not be included in the total collection count as some will be ILLs and the others have been counted in their respective areas.

FICTION COLLECTION

Fiction Collection & Seating

The adult and young adult, English and international languages, fiction, large print, and paperbacks will be housed in this area. The Local History collection will also be housed



in this area.

HOMEWORK CENTER

Division Name

Space Name

Description/Detail Data

Homework Collection & Seating

Shelving for temporary text and school related materials will be provided. These items will not be included in the total collection total as they may be un-catalogued and also some may not be owned by the library.

LIBRARY ENTRANCE

Museum Exhibits

Some material on Castroville may be located in this area but will not be included in total volume count and possibly not cataloged.

Public Entrance & Lobby

Some donated local, regional, and state history collections will be in this area as well as museum pieces.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

Non-Fiction for adults and young adults in English and international languages will be housed in this area. A new collection, Local History, which is non-circulating and placed under the Reference Division, will also enhance the Non-Fiction collection.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

Current magazines, newspapers and one year's back issues of magazines and two weeks of back issues of newspapers in English and international languages for adults and young adults will be housed in this area. All back issues (approximately 500 for magazines) will not be counted in total volume count. Children's and Juveniles magazines will be housed in their respective areas. Current magazines and newspapers will be displayed face out on sloped shelves. One year's back issues of magazines will be stored beneath the hinged shelves and approximately two weeks of back issues of newspapers will be stored on the newspaper display units.

REFERENCE SERVICES

Reference Collection & Seating

This space will house the Reference collection, and Ready Reference collection in both English and international languages for most ages. Approximately 800 pamphlets will be housed in the file cabinets. These pamphlets items are not included in the total collection count.

Reference Desk

Some temporary ready reference and shelving for housing of reference material to be sorted. These items will not be included in total collection count as some may be counted in their respective areas and others are temporary. Some material used by Reference Librarians will be housed here. Also the CD-ROM collection and future DVDs will be housed in this area for security.

STAFF SERVICES

Staff Services Workroom

Temporary esoteric collection to be stored or sorted in this area. These items will not be



counted in total collection count.

YOUNG ADULT LIBRARY

Division Name

Space Name

Description/Detail Data

Young Adult Collection & Seating

Young adult fiction and non-fiction material mostly in paperback, in English and international languages, will comprise the collection.



Allocation of the Library's Book Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>62.52%</u>	<u>19,521</u>	<u>18.41%</u>	<u>15,928</u>	<u>8,4375</u>
Browsing					
New Books (Face Out)	0.19%	60	50.00%	30	1
Fiction					
Fiction	12.08%	3,771	30.00%	2,640	8
Fiction (SF)	0.77%	240	30.00%	168	8
Fiction, International Languages	1.43%	448	25.00%	336	8
Large Print					
Large Print	1.62%	505	5.00%	480	8
Local History					
Local History	3.23%	1,008	0.00%	1,008	8
Non-Fiction					
Non-Fiction	18.99%	5,929	15.00%	5,040	8
Non-Fiction (45")	1.08%	338	15.00%	287	8
Non-Fiction (SF)	1.90%	593	15.00%	504	8
Non-Fiction, International Languages	5.38%	1,680	10.00%	1,512	8
Paperbacks					
Paperbacks	5.12%	1,600	40.00%	960	16
Paperbacks, International Languages	2.19%	685	30.00%	479	16
Reference					
Ready Reference	0.69%	216	0.00%	216	6
Reference	5.19%	1,620	0.00%	1,620	6
Reference, International Languages	0.35%	108	0.00%	108	6
Young Adult					
Young Adult	2.31%	720	25.00%	540	12
<u>Children/Juvenile</u>	<u>37.48%</u>	<u>11,702</u>	<u>35.09%</u>	<u>7,596</u>	<u>15,818</u>
Children's Easy Readers					
Children's Easy Readers	3.29%	1,028	30.00%	720	20
Children's Easy Readers, International Languages	1.54%	480	25.00%	360	20
Children's Picture Books					
Children's Picture Books	9.22%	2,880	50.00%	1,440	20
Children's Picture Books, International Languages	0.96%	300	40.00%	180	20
Juvenile Fiction					
Juvenile Fiction	2.14%	668	30.00%	468	13
Juvenile Fiction (SF)	3.75%	1,170	30.00%	819	13
Juvenile Fiction, International Languages	1.17%	364	25.00%	273	13
Juvenile Non-Fiction					
Juvenile Non-Fiction	6.00%	1,872	25.00%	1,404	13
Juvenile Non-Fiction (SF/90)	2.33%	728	25.00%	546	13
Juvenile Non-Fiction, International Languages	0.94%	292	20.00%	234	13
Juvenile Paperbacks					
Juvenile Paperbacks	6.15%	1,920	40.00%	1,152	16

Totals: **100.00%** **31,223** **24.66%** **23,524** **11.44**



Castroville Library

Library Building Program

Appendix C-8

Allocation of the Library's Multimedia Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Combined (Adult & Children's)</u>	<u>100.00%</u>	<u>1,727</u>	<u>39.78%</u>	<u>1,040</u>	<u>13.75</u>
Audio Book Cassette					
Audio Book Cassette	41.69%	720	50.00%	360	10
CD-ROM					
CD-ROM	18.53%	320	0.00%	320	25
Video Cassette					
Video Cassette	20.85%	360	50.00%	180	10
Video Cassette, International Languages	18.93%	327	45.00%	180	10
Totals:	<u>100.00%</u>	<u>1,727</u>	<u>39.78%</u>	<u>1,040</u>	<u>13.75</u>

Allocation of the Library's Periodical Collection

CATEGORY

Subcategory Volume Type	Percent of Collection	Projected Total Volumes	Percent in Circulation	Projected Volumes on Shelf	Volumes/ Linear Foot
<u>Adult/Young Adult</u>	<u>75.00%</u>	<u>36</u>	<u>0.00%</u>	<u>36</u>	<u>1</u>
Current Magazines					
Current Magazines	25.00%	12	0.00%	12	1
Current Magazines, International Languages	25.00%	12	0.00%	12	1
Current Newspapers					
Current Newspapers	12.50%	6	0.00%	6	1
Current Newspapers, International Languages	12.50%	6	0.00%	6	1
<u>Children/Juvenile</u>	<u>25.00%</u>	<u>12</u>	<u>0.00%</u>	<u>12</u>	<u>1</u>
Children's Current Magazines					
Juvenile Current Magazines	25.00%	12	0.00%	12	1
Totals:	<u>100.00%</u>	<u>48</u>	<u>0.00%</u>	<u>48</u>	<u>1</u>



Shelving the Library's Collections

TYPE

<u>CATEGORY</u> Volume Type Shelving Type	Projected Volumes on Shelf	Volumes/ Linear Foot	<u>SHELVING</u> UNIT QTY	SqFt/ QTY	TOTAL SqFt
<i>Book</i>					
<u>ADULT/YOUNG ADULT</u>	<u>15,928</u>	<u>8.437</u>	<u>--</u>	<u>--</u>	<u>1,407</u>
Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	2,640	8	11	20	220
Fiction (SF)					
42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top	168	8	1	12	12
Fiction, International Languages					
42" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top	336	8	2	12	24
Large Print					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	480	8	2	20	40
Local History					
Special Collections Display Book Case W/ 6 Shelves 48"w x 15"d x 72"H w/ locking glass doors	1,008	8	7	15	105
New Books (Face Out)					
42" Aisle DF 58"H Bookstore Display Shelving 3'W x 36"D w/10 angled shelves	30	1	1	30	30
Non-Fiction					
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	5,040	8	21	20	420
Non-Fiction (45")					
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	287	8	2	20	40
Non-Fiction (SF)					
42" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top	504	8	3	12	36
Non-Fiction, International Languages					
42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top	1,512	8	9	12	108
Paperbacks					
Paperback DF 66" Shelving Unit/ 10 Divider Shelves 3"W x 24"D unit /end panels & canopy top	960	16	2	20	40
Paperbacks, International Languages					
Paperback DF 66" Shelving Unit/ 10 Divider Shelves 3"W x 24"D unit /end panels & canopy top	479	16	1	20	20
Ready Reference					
42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top	216	6	4	12	48



TYPE

CATEGORY

Volume Type
Shelving Type

Projected Volumes on Shelf	Volumes/ Linear Foot	SHELVING UNIT QTY	SqFt/	TOTAL SqFt
----------------------------------	----------------------------	-------------------------	-------	---------------

Book

ADULT/YOUNG ADULT

15,928	8.437	--	--	1,407
---------------	--------------	----	----	--------------

Reference

42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top	1,620	6	9	20	180
---	-------	---	---	----	-----

Reference, International Languages

42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top	108	6	2	12	24
---	-----	---	---	----	----

Young Adult

42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top	540	12	5	12	60
---	-----	----	---	----	----

CHILDREN/JUVENILE

7,596	15.81	--	--	512
--------------	--------------	----	----	------------

Children's Easy Readers

42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	720	20	2	20	40
--	-----	----	---	----	----

Children's Easy Readers, International Languages

42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	360	20	1	20	20
--	-----	----	---	----	----

Children's Picture Books

42" Aisle SF 45"H Steel Shelving W/ 3 Divider Shelves 3"W x 12"D unit w/end panels & canopy top	1,440	20	8	12	96
--	-------	----	---	----	----

Children's Picture Books, International Languages

42" Aisle SF 45"H Steel Shelving W/ 3 Divider Shelves 3"W x 12"D unit w/end panels & canopy top	180	20	1	12	12
--	-----	----	---	----	----

Juvenile Fiction

42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top	468	13	4	12	48
---	-----	----	---	----	----

Juvenile Fiction (SF)

42" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top	819	13	3	12	36
---	-----	----	---	----	----

Juvenile Fiction, International Languages

42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top	273	13	1	12	12
--	-----	----	---	----	----

Juvenile Non-Fiction

42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top	1,404	13	6	20	120
--	-------	----	---	----	-----

Juvenile Non-Fiction (SF/90)

42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top	546	13	2	12	24
--	-----	----	---	----	----

Juvenile Non-Fiction, International Languages

42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top	234	13	2	12	24
---	-----	----	---	----	----

Juvenile Paperbacks

Paperback DF 45" Shelving Unit/ 6 Divider Shelves 3'W x 24"D unit /end panels & canopy top	1,152	16	4	20	80
---	-------	----	---	----	----

Totals for Book:

23,524	11.444	--	--	1,919
---------------	---------------	----	----	--------------



TYPE

CATEGORY

Volume Type

Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY

TOTAL
SqFt

Multimedia

COMBINED (ADULT & CHILDREN'S)

Audio Book Cassette

Audio Book DF 45" Shelving Unit W/6 Divider Shelves
3'W x 24"D unit w/end panels & canopy top

360

10

2

20

40

CD-ROM

CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes
3'W x 12"D unit - 96 CD-ROM's / box

320

25

1

12

12

Video Cassette

Video Cassette DF 45" Shelving Unit W/6 Divider Shelves
3'W x 24"D unit w/end panels & canopy top

180

10

1

20

20

Video Cassette, International Languages

Video Cassette DF 45" Shelving Unit W/6 Divider Shelves
3'W x 24"D unit w/end panels & canopy top

180

10

1

20

20

Totals for Multimedia:

1,040

13.75

--

--

92



TYPE

CATEGORY

Volume Type

Shelving Type

Projected
Volumes
on Shelf

Volumes/
Linear
Foot

SHELVING
UNIT SqFt/
QTY

TOTAL
SqFt

Periodical

ADULT/YOUNG ADULT

36

1

--

--

64

Current Magazines

42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves

12

1

1

20

20

3'W x 24"D unit w/ flip up sloping shelf & shelf underneath

Current Magazines, International Languages

42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves

12

1

1

20

20

3'W x 24"D unit w/ flip up sloping shelf & shelf underneath

Current Newspapers

42" Aisle SF 45"H Newspaper Display Shelving W/ 2 Shelves

6

1

1

12

12

3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

Current Newspapers, International Languages

42" Aisle SF 45"H Newspaper Display Shelving W/ 2 Shelves

6

1

1

12

12

3'W x 12"D unit w/ flip up sloping shelf & shelf underneath

CHILDREN/JUVENILE

12

1

--

--

20

Juvenile Current Magazines

42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves

12

1

1

20

20

3'W x 24"D unit w/ flip up sloping shelf & shelf underneath

Totals for Periodical:

48

1

--

--

84



Appendix E

Summary of Facility Space Requirements

Library Space Sq. Ft. Summary

<u>LIBRARY DIVISION</u> Space Name	Space Sq. Ft.	DIVISION Sq. Ft.
<u>AUDIO-VISUAL COLLECTION</u>		<u>80</u>
AV Collection	80	
<u>BROWSING</u>		<u>30</u>
New Book Display	30	
<u>CHILDREN'S LIBRARY</u>		<u>966</u>
Children's Collection & Seating	408	
Juvenile Collection & Seating	558	
<u>CIRCULATION SERVICES</u>		<u>459</u>
Book Return Room	20	
Branch Manager's Office	101	
Circulation Desk	216	
Copy Bay	35	
Self-Check Out Cluster	75	
Self-Service Reserved Book Collection	12	
<u>COMMUNITY ROOM</u>		<u>972</u>
AV, Chair & Table Storage Room	75	
Community Room w/Kitchenette	637	
Conference Room (Upstairs)	260	
Public Rest Room (Upstairs)	N/A	
<u>FICTION COLLECTION</u>		<u>601</u>
Fiction Collection & Seating	601	
<u>GENERAL BUILDING SERVICES</u>		<u>25</u>
Custodial Sink & Storage Room	25	
Mechanical Equipment Room	N/A	
Telecommunications Closet	N/A	
<u>HOMEWORK CENTER</u>		<u>820</u>
Homework Collection & Seating	700	
Study/Tutoring Room	120	



DIVISION	<u>LIBRARY DIVISION</u>	Space
Space Name	Sq. Ft.	Sq. Ft.
<u>LIBRARY ENTRANCE</u>		<u>200</u>
Museum Exhibits	200	
Public Entrance & Lobby	N/A	
Public Rest Rooms	N/A	
<u>NON-FICTION COLLECTION</u>		<u>804</u>
Non-Fiction Collection & Seating	804	
<u>PERIODICALS COLLECTION</u>		<u>228</u>
Current Magazine & Newspaper Display & Seating	228	
<u>REFERENCE SERVICES</u>		<u>707</u>
On-Line Public Access Catalog (OPAC) Cluster	144	
Reference Collection & Seating	459	
Reference Desk	104	
<u>STAFF SERVICES</u>		<u>491</u>
Staff Entrance & Lobby	N/A	
Staff Lounge w/Kitchenette	159	
Staff Rest Room	N/A	
Staff Services Workroom	308	
Staff Storage/Supply Closet	24	
<u>YOUNG ADULT LIBRARY</u>		<u>200</u>
Young Adult Collection & Seating	200	
Net Assignable Square Footage:		<u>6,583</u>
Non-Assignable Square Footage (@ of Gross):28%		2,580
Gross Square Footage:		9,163



Appendix F

Space Descriptions

AUDIO-VISUAL COLLECTION

80 Sq.

FUNCTIONAL ACTIVITY

The primary function of the Audio-Visual Library Division is to provide library patrons with access to a variety of audio-visual collections such as audio books, audio cassettes, video cassettes, audio compact discs, audio book compact discs, CD-ROMs, DVDs and other emerging AV formats.

Library patrons will enter the AV Library and browse attractively displayed media shelving units. They will often select some form of media with the guidance of the staff. The audio-visual material here will be for adults, young adults, children, and juveniles. A portion of the multi-media material will be international languages.

For security purposes, the CD-ROM collection and possible future DVDs will be housed at the Reference Desk.

SPATIAL RELATIONSHIPS

Many patrons will enter the Audio-Visual Collection division from either the Browsing division or from the main entrance of the library after passing by the Circulation and Reference divisions. The Audio-Visual Collection should be in proximity to the Young Adult area since young adults are often attracted to audio-visual materials. The Audio-Visual Collection should be relatively near to the children's area so that parents can browse here while supervising their children in the Children's Library.

CLOSE:

Browsing
Children's Library
Circulation Services
Library Entrance
Reference Services

IN PROXIMITY:

Young Adult Library

DIVISION SPACE SUMMARY

Sq. Ft.

AV Collection

80

TOTAL:

80



AV Collection

80 Sq. Ft.

Functional Activity

The space will be a prominent, attractive display space. Library patrons will come into this area in search of AV materials to checkout for home use. Patrons will be able to check the OPACs if they are unable to find what they are looking for by browsing through the AV Collection. This area will experience a high volume of circulation.

Relationships

This space should be highly visible, and just off the main traffic path in the Library. The AV Collection space should be visible from the Children's and Juvenile's spaces and very near to the New Book area since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

CLOSE:

- Children's Collection & Seating
- Circulation Desk
- Juvenile Collection & Seating
- New Book Display
- Public Entrance & Lobby

IN PROXIMITY:

- Young Adult Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
Audio Book DF 45" Shelving Unit W/6 Divider Shelves 3'W x 24"D unit w/end panels & canopy top 360 Audio Book Cassette	2	20	40
Video Cassette DF 45" Shelving Unit W/6 Divider Shelves 3'W x 24"D unit w/end panels & canopy top 180 Video Cassette, International Languages	1	20	20
Video Cassette DF 45" Shelving Unit W/6 Divider Shelves 3'W x 24"D unit w/end panels & canopy top 180 Video Cassette	1	20	20

Description of Furniture & Equipment Units



BROWSING

30 Sq.

FUNCTIONAL ACTIVITY

The primary function of the Browsing Division is for the display of new books, topical displays, and other portions of the popular library as appropriate. The New Book Display Space will provide an attractive display of recent library acquisitions in a comfortable setting. This collection will include material for adults, young adults, juveniles, and children. Displays will consist of new, popular, high-interest, and high-circulation materials. It will also highlight special areas of collections to promote interest.

SPATIAL RELATIONSHIPS

When patrons enter the library, they should be able to see the Browsing division. Many will enter this area, select a new book, and leave the library by way of Circulation Services. Others will enter the library, browse in this area, and then go to other areas of the library.

Parents may enter the library, drop their child off in the Children's Library, and then return to the Browsing Area to select a book for themselves. The Children's Library should be visible from and close to the Browsing Area so that parents can supervise their children while they are browsing through the new books.

Patrons may enter the library and browse in the New Book Display Area, go on to the Fiction Collection to select additional books, and return to the Circulation Services before leaving the library. For this reason, it is advantageous to have the Browsing space in proximity to the Fiction Collection.

CLOSE:

- Audio-Visual Collection
- Children's Library
- Circulation Services
- Library Entrance

IN PROXIMITY:

- Fiction Collection

DIVISION SPACE SUMMARY

Sq. Ft.

New Book Display

30

TOTAL:

30



New Book Display

30 Sq. Ft.

Functional Activity

This space houses new library books, some of which will be displayed face-out to increase their visibility and appeal to patrons. Many patrons will enter this area and browse while standing, but occasionally they will want to sit for brief periods to examine a book more closely. Overall, this area should have the appearance and feel of a retail space and the shelving which houses the books should be attractive display units.

Relationships

The space should be highly visible, and just off the main traffic path in the library. It should be visible from the Children's and Juvenile areas and very near the AV Collection since many patrons will browse for new books and AV materials during the same visit to the library, or while their children attend a program in the Children's Library.

CLOSE:

- AV Collection
- Children's Collection & Seating
- Circulation Desk
- Juvenile Collection & Seating
- Public Entrance & Lobby

IN PROXIMITY:

- Fiction Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle DF 58"H Bookstore Display Shelving	1	30	30
3"W x 36"D w/10 angled shelves			
30 New Books (Face Out)			

Description of Furniture & Equipment Units



FUNCTIONAL ACTIVITY

The primary function of the Children's Library Division is to provide library materials and programs for children up to 12 years of age and others needing children's materials. This Division must be exciting and interesting to young children. The library staff provides guidance in the choice of books and AV materials, presents story hours and programs, and prepares craft activities.

The architect and interior designer are encouraged to develop a motif, perhaps from children's literature, that will spark the imagination of the children using the library. The Children's Library Division is not just a scaled down adult library, nor is it desirable to have children view it as a romper room. The Children's Library should encourage children to have fun by developing an interest in books, reading, and information seeking skills.

SPATIAL RELATIONSHIPS

Children should not have to traverse any part of the adult library to get to the Children's Library. The entrance to the Children's Library should be inside the security system and near the Circulation Services. The entrance to the Children's Library should be in proximity to Browsing and near the AV Library as well. This will allow parents to browse for new books and AV materials and still supervise their children in the Children's Library. As this will be a high noise zone, it should be away from adult divisions such as Periodicals.

CLOSE:

- Audio Visual Collection
- Circulation Services
- Reference Services

IN PROXIMITY:

- Browsing
- Homework Center
- Library Entrance

AWAY:

- Periodicals Collection

DIVISION SPACE SUMMARY***Sq. Ft.***

Children's Collection & Seating	408
Juvenile Collection & Seating	558
TOTAL:	966



Children's Collection & Seating

408 Sq. Ft.

Functional Activity

This space houses the print collections for young children. The collections consist primarily of picture books, easy readers, and award winning books. There will also be space for seating for children and their parents. Young children will select reading materials with the assistance of their parents and library staff. Parents will frequently sit down and read books with or to their children. The library staff will assist young readers in this area by finding books on specific subjects or at appropriate reading levels. Story time and other programs, when lower audience participation is anticipated, will take place in this area.

Relationships

The space needs to be in the site line of the Circulation Desk so that staff can supervise the area and assist young children. It must be adjacent to the Juvenile space for ease of access of parents with young children and juveniles. The Public Rest Rooms should not be too far away as children need greater access.

ADJACENT:

Juvenile Collection & Seating

CLOSE:

AV Collection
Circulation Desk
Reference Desk

IN PROXIMITY:

New Book Display

AWAY:

Periodicals Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3"W x 24"D unit w/end panels & canopy top 360 Children's Easy Readers, International Languages	1	20	20
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3"W x 24"D unit w/end panels & canopy top 720 Children's Easy Readers	2	20	40
42" Aisle SF 45"H Steel Shelving W/ 3 Divider Shelves 3"W x 12"D unit w/end panels & canopy top 180 Children's Picture Books, International Languages	1	12	12
42" Aisle SF 45"H Steel Shelving W/ 3 Divider Shelves 3"W x 12"D unit w/end panels & canopy top 1440 Children's Picture Books	8	12	96
Description of Furniture & Equipment Units			
Bulletin Board	1	0	0
Chair, Child's 14"W x 13"D x 10-16"H	12	0	0
Clock	1	0	0
Table, Children's 48" diameter x 21-26"H (4 Person)	3	80	240



Juvenile Collection & Seating

558 Sq. Ft.

Functional Activity

This space houses the print collections for older children (ages 7 - 12). The collections consist of fiction books, Newberry Award books, story books, magazines, and non-fiction books. There is seating for older children to read and study. The library staff will assist by finding books on specific subjects or at appropriate reading levels. Since these children are old enough to begin searching for their own materials, they may locate the materials in the stacks by themselves. A multi-functional public computer will be housed in this space. The Juvenile space must be designed so that juveniles easily identify it as their part of the library.

Relationships

The space should be adjacent to the Children's space and in proximity of the Circulation and Reference Desk because juveniles working on the OPACs and Internet workstations will be able to have assistance. This area should be spatially and perhaps physically separated from the Children's Collection and Seating Area by the use of shelving, furnishings, partial walls, etc. It should be in the proximity of the Homework area since students in the Homework Center will use materials in the Juvenile Collection.

ADJACENT:

Children's Collection & Seating

CLOSE:

AV Collection
Circulation Desk
Reference Desk

IN PROXIMITY:

Homework Collection & Seating
Study/Tutoring Room

AWAY:

Periodicals Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 1404 Juvenile Non-Fiction	6	20	120
42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top 468 Juvenile Fiction	4	12	48
42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top 234 Juvenile Non-Fiction, International Languages	2	12	24
42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top 546 Juvenile Non-Fiction (SF/90)	2	12	24
42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top 273 Juvenile Fiction, International Languages	1	12	12



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
42" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top 819 Juvenile Fiction (SF)	3	12	36
42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath 12 Juvenile Current Magazines	1	20	20
Paperback DF 45" Shelving Unit/ 6 Divider Shelves 3'W x 24"D unit /end panels & canopy top 1152 Juvenile Paperbacks	4	20	80

Description of Furniture & Equipment Units

Bulletin Board	1	0	0
Chair, Juvenile 16"w x 16"d x 16-18"h	8	0	0
Chair, Technology Workstation 21"w x 21"d	1	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
Surge Protector, Multiple Devices	1	0	0
Table, Juvenile 66"w x 36"d x 27"h (4 Person)	2	85	170
Technology Carrel 36"w x 24"d (1Person) sit-down w/ power & data management	1	24	24
Waste Basket 13"w x 15"d x 15"h	1	0	0



FUNCTIONAL ACTIVITY

The primary function of this Circulation Services Division is to efficiently handle the circulation of the library's book, magazine and audio-visual collections. This includes the following tasks:

1. Library patrons checking-out library materials at the Combination Desk and self checkout units.
2. Library staff checking the materials back in.
3. Library staff sorting the various materials.
4. Library staff reshelving the collections in their proper locations.
5. Routine business transactions including registration, payment of fines and fees, holds and reserves, etc.
6. Patrons using public copy machines and the self-check out units.
7. Self-service usage for "reserves" -- retrieving and checking out items.
8. Copy area for patrons to make their own copies.
9. Video monitoring of inventory control gate, emergency door, staff entrance, and a main area of library.
10. Security gates for inventory control.

Careful attention must be given to the workflow in the Division. It is critical to the operation of the library that the process of circulating library materials works smoothly and efficiently. Poor organization will result in significant increases in operational costs that will negatively impact the library's operating budget every year the building is in use.

In order to provide a single service point and maximize staff efficiency, staff at the service desk in this division will also provide children's and reference service since no separate children's and reference desk are included.

Staff will provide the central point of control of use of the entrance and the immediate public service area from this section. Video monitoring of key areas will be from this space.

Patrons and staff will have access to various websites for inter-library loans and research capabilities.



SPATIAL RELATIONSHIPS

The Circulation Services Division should be centrally located where all library patrons must pass through it when entering or exiting the library building. Patrons with information questions will often enter the library and proceed directly to the Circulation and Reference area. Frequently, they consult the OPACs first, then the staff at the Desk. Patrons should pass by the OPACs before they arrive at the Desk, both of which should be highly visible from the Entrance to the Library.

ADJACENT:

Reference Services

CLOSE:

Audio-Visual Collection

Browsing

Children's Library

General Building Services

Library Entrance

Staff Services

IN PROXIMITY:

Homework Center

Community Room

Conference Room

DIVISION SPACE SUMMARY

Sq. Ft.

Book Return Room	20
Branch Manager's Office	101
Circulation Desk	216
Copy Bay	35
Self-Check Out Cluster	75
Self-Service Reserved Book Collection	12
TOTAL:	459

A



Book Return Room

20 Sq. Ft.

Functional Activity

The space is an area where library materials will be deposited by patrons. Library materials will be returned through a slot in the exterior wall and fall into a depressible book bin. Library staff will periodically unload these bins and the materials will be placed on book trucks and taken to the circulation check-in stations in the Staff Workroom or at the Circulation Desk. Since book and AV drops must be accessible to the disabled, care must be taken in the coordination of the heights of these exterior slots and the height of the interior bins to make sure the two are compatible. An RFID pad (bar code reader) must be installed in the Book Return Room chute.

Relationships

The space must be adjacent to the Staff Workroom and the Lobby of the building and/or the outside near the front entrance. Patrons should be able to deposit library materials into this room from the lobby or from the exterior of the building for after hours return.

ADJACENT:

Staff Services Workroom

CLOSE:

Circulation Desk

Public Entrance & Lobby

Furniture & Equipment and Shelving Units

	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bar Code Reader, In Return Chute	1	0	0
Book Bin, Depressible	1	20	20
Wall Book Return (W/Face Plate & Chute) 13" x 20" x 11 1/2"	1	0	0



Branch Manager's Office

101 Sq. Ft.

Functional Activity

This is the office space for the Branch Manager (Supervising Librarian) who plans activities and administers the library's plan of service. This office will provide a private space where staff reviews can be conducted and where the public can come to discuss confidential issues regarding their circulation records.

Relationships

All of the circulation support staff should be easily supervised from this office which requires sight lines to the Circulation Desk. The office should be easily accessible from the Circulation and Reference Desks if problems arise with patrons. Patrons should be able to access the office without going behind the Circulation Desk and Reference Desk or into any of the Circulation Services Division's back-of-house spaces.

CLOSE:

Circulation Desk
Reference Desk
Staff Services Workroom

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bulletin Board	1	0	0
Chair, Supervisor's	1	0	0
Mid-back mid-quality			
Chair, Visitor's	1	15	15
Clock	1	0	0
Wall-mounted			
Coat & Hat Rack (Wall Mounted)	1	0	0
Computer, Staff Desktop	1	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			
Desk, Supervisor's	1	60	60
66"w x 30"d			
File Cabinet, Vertical (Four Drawer)	1	14	14
18"w x 29"d x 52"h			
Printer, Laser (Color)	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	1	12	12
3'w x 12"d unit			
Surge Protector, Multiple Devices	1	0	0
Telephone, Portable/Wireless Handset	1	0	0
Waste Basket W/Shredder	1	0	0
18'w x 14'd x 12'h			



Circulation Desk

216 Sq. Ft.

Functional Activity

The space is the first public service point that patrons will see when entering the library. It must present a well-organized, business-like appearance and provide an efficient work area for checking-out library materials. Library patrons bring their materials to the desk and place them on the service counter for staff to process. Once the checkout function is completed, staff return the materials to the patron. The Circulation Desk must be of sufficient depth and length to accommodate all of the necessary circulation equipment and any cash registers, telephones, printers, or security equipment on the desktop. The area under the desk should provide sufficient knee space for each staff workstation while allowing additional under-counter space for storage, book bins, and shelving for equipment that is not located on the desktop.

In addition to checking-out materials, library patrons will be able to pick up materials that are being held for them on reserve, register for library cards, and complete routine business transactions such as the payment of fines and fees. Library patrons will also be able to use self checkout machines in this area.

There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods. This can be accomplished through the use of portable traffic control posts, different floor materials, or a different color or type of carpet. Patrons standing in this line should not impede access for other library patrons entering or exiting the library, i.e., there must be enough room in front of the desk so that there is no bottleneck when a line forms.

The public use copier, the self-check out units, and the self-service reserve items will also function in this area. A RFID will be located in the book return drop in the Circulation Desk.

All printing out of documents from personal computers and OPACS will take place in this area.

Patrons will need to come to this space for their printed items. Access to the Monterey County Free Libraries web site (www.montereycountyfreelibraries.org) and other web-based library catalogs such as MOBAC will be available. The County's bilingual web site allows patrons to access their holdings records, put holds on items, get homework and reference help and information.

Video monitoring of cameras placed at inventory gates, emergency exit, staff entrance, and main library area to be done from this space.

The security gates will be located at the interior entrance to the main library.

Relationships

The space must be close to the Public Entrance and Lobby and the main circulation path in the library, but off to the side so as not to interfere with the traffic flow. For supervision, the library staff at the Circulation Desk should have good sight lines and easy access to the inventory control gates and the entrances to the Public Rest Rooms.

The Circulation Desk **MUST** be adjacent to the Reference Desk, and near the Staff Workroom, Book Return Room, Self-Check Out Units, Self-Service Reserved Book Collection, the OPAC stations, and the Copy Area. Staff may be assisting patrons with OPAC material searches, instructions on using self-check out units, copier usage, and shelving and/or assistance in the reserved book area. The staff may need to deal with any problems arising in the rest rooms and children's areas. It should be near the AV Collection and New Book Display and the



Children's Collection and Seating. Staff should be able to see the Homework Center and/or have controlled access to that space.

ADJACENT:

Reference Desk

CLOSE:

AV Collection
Book Return Room
Branch Manager's Office
Children's Collection & Seating
Copy Bay
Juvenile Collection & Seating
New Book Display
On-Line Public Access Catalog (OPAC) Cluster
Public Entrance and Lobby
Public Rest Room
Self-Check Out Cluster
Self-Service Reserved Book Collection
Staff Services Workroom

IN PROXIMITY:

Homework Collection & Seating
Study/Tutoring Room
Community Room w/Kitchenette
Conference Room (Upstairs)
Public Rest Room (Upstairs)

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
ADA Screen Magnifier Attachment Attaches to monitor	1	0	0
Bar Code Reader, In Return Chute	1	0	0
Bar Code Reader, In-Counter	2	0	0
Book Bin, Depressible In Circulation Desk	1	0	0
Book Truck 36"w x 24"d	2	10	20
Cabinet, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinet, Below Counter (Lockable) 1 linear foot x 24"d	6	0	0
Calculator	1	0	0
Cash Register	1	0	0
Clock Wall-mounted	1	0	0
Computer, Print Manager Desktop CPU, mouse & keyboard w 15"/flat plasma monitor	1	0	0
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	2	0	0
Mat, Anti-fatigue	1	0	0
Printer Stand 24"w x 16"d x 28"h	2	20	40



Furniture && Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Printer, Laser (Color)	4	0	0
Security Surveillance System VCR with 4 color cameras & 14" quad screen monitor	1	0	0
Security System Gates, Inventory Control Two gates (one corridor) 3'W x 5'D x 70"H	1	15	15
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	1	12	12
Stool	1	0	0
Surge Protector, Multiple Devices	7	0	0
Telephone, Portable/Wireless Handset	1	0	0
Telephone, Portable/Wireless Headset	1	0	0
Waste Basket W/ Shredder 18"w x 14"d x 12"h	1	4	4
Workstation, Circulation Book Return Desk 3'w x 30"d w/ 7' behind desk & 3.5' in front	1	40	40
Workstation, Circulation Check-Out Desk 4'w x 30"d w/ 7' behind desk & 3.5' in front	1	50	50
Workstation, Circulation Counter 60"w x 30"d - Against Wall	1	35	35



Copy Bay

35 Sq. Ft.

Functional Activity

This space will provide a place where library patrons may copy library materials, periodical articles and reference material, or materials of their own. Some sound attenuation will be required, particularly if this is an open area and not an enclosed room. This space may require display and storage space for tax forms if they are provided in paper format.

The layout space must allow access to the sides or rear of the machines for servicing the equipment, refilling paper and toner, and removing paper jams. Space must be provided in this area for future recycling bins, change machines, card vending machines, and other equipment as necessary. There must be a logical way for patrons to queue by the machine during busy periods. Space may be provided for storage of paper, toner, etc. in a lockable cabinet or material may be stored in the Staff Services Workroom.

Relationships

The space should be visible from the Public Entrance and Lobby and the Circulation Desk, and just off of the main traffic path. Staff at the Circulation Desk should have sight lines into the space since they will provide supervision and assistance.

CLOSE:

Circulation Desk
Reference Desk
Public Entrance & Lobby

IN PROXIMITY:

Reference Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Description of Furniture & Equipment Units			
Copier, Color Freestanding Floor unit w/collator & enlarger 60"w x 30"d x 40"h	1	35	35
Surge Protector, Multiple Devices	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0



Self-Check Out Cluster

75 Sq. Ft.

Functional Activity

This is to be the primary circulation check-out area for patrons. This is an area where patrons may perform their own check-out procedures away from the Circulation Desk.

Relationships

This space needs to be near the Circulation Desk for staff assistance and also near or within site of the library entrance and lobby where patrons will enter

CLOSE:

Circulation Desk
Self-Service Reserved Book Collection

IN PROXIMITY:

Public Entrance & Lobby

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Self Check-Out Machine 25"w x 29"d x 27"h - counter top unit	3	0	0
Self-Check Out Stand (Sit-down) 42"w x 29"d x 27"h	1	25	25
Self-Check-out Stand 42"w x 29"d x 30"h	2	25	50
Surge Protector, Multiple Devices	3	0	0



Self-Service Reserved Book Collection

12 Sq. Ft.

Functional Activity

This is a space where patrons will pick up any material placed on "hold" or "reserve" for them. Items will be covered with patrons names on the outside.

Relationships

This space should be relatively prominent. It should be near the Circulation Desk for staff assistance if needed and near the Self-Check Out units for quick circulation procedures.

CLOSE:

Circulation Desk
Self-Check Out Cluster

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	1	12	12



COMMUNITY ROOM

972 Sq.

FUNCTIONAL ACTIVITY

The function of the Public Meeting Room Division is to provide performance, conference, and meeting room space that can be used for library programs and by community groups. The larger children's programs will be conducted in this area. The Public Meeting Room Division will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. The Meeting Room will be a large open multi-purpose space with seating, a presenter's location, amplified sound, and projection capability. It should be easily reconfigured for training, tutoring, large children's programs, computer literacy instruction, or performances. The storage closet will be used to house audio-video equipment, chairs, folding tables, etc. Possible future museum exhibits, temporary or permanent, may also be in this division. A kitchenette will provide space for light refreshments.

Upstairs via way of an elevator and/or stairs, there will be a conference room for small group meetings, staff meetings, etc. This area will also have a kitchenette and a rest room.

SPATIAL RELATIONSHIPS

The major spatial relationship of the Community Room Division is to the Library Entrance Division. Since the Community Room might be in use when the rest of the library is closed, access must be provided through the main lobby to the Community Room and to the Public Rest Rooms without compromising the library's security.

CLOSE:

- Circulation Services
- Library Entrance
- Museum Exhibits
- Public Rest Rooms
- Homework Center

IN PROXIMITY:

- Conference Room

DIVISION SPACE SUMMARY

Sq. Ft.

AV, Chair & Table Storage Room	75
Community Room w/Kitchenette	637
Conference Room (Upstairs)	260
Public Rest Room (Upstairs)	N/A

TOTAL: 972



AV, Chair & Table Storage Room

75 Sq. Ft.

Functional Activity

This room will be used to store tables and chairs, and house audio-visual equipment that will be used in the Meeting Room. Some AV equipment, such as the sound system may be permanently located in this room and be operated from here.

Relationships

This room must be adjacent to the Community Room so that equipment can be moved back and forth easily. The door to the room should open directly into the Community Room and must be located in the back of the room for non-disturbance of speakers, etc.

ADJACENT:

Community Room w/Kitchenette

Furniture & Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT QTY	UNIT EXTENDED Sq. Ft.	UNIT EXTENDED Sq. Ft.
AV/Technology Equipment Cart, Large 32"w x 24"d x 44"h	1	15	15
Dolly, Chair 2"w x 3'd w/ 10 - 20 chairs stacked	2	15	30
Dolly, Table 3'w x 2'd w/ 4 tables per dolly	2	15	30
Lectern, Tabletop 22"w x 16"d x 17"h w/ microphone & speaker	1	0	0
Projector, Portable AV & Computer LCD/DLP 10"w x 14"d x 5"h - Multimedia (TV, VCR, DVD, Video, VGA-XGA Etc.) Projection	1	0	0
Surge Protector, Multiple Devices	1	0	0
Table, Meeting Room 60"w x 24"d x 29"h - folding	8	0	0
TV Monitor, 32" 36"w x 24"d x 27"h	1	0	0
TV Monitor, 50" Projection HDTV Screen 43"w x 4"d x 51"h	1	0	0
White Board, Rolling 4' x 6' - erasable marker board	1	0	0



Community Room w/Kitchenette

637 Sq. Ft.

Functional Activity

The space will provide audience seating for library programming, community meetings, small public forums, continuing education, literacy tutoring, children's programs, and Internet training. The room will allow multiple arrangements ranging from lectures and conferences to training layouts.

As part of the Meeting Room Complex, the Kitchenette will serve as a warm-up kitchen and pantry for light refreshments served at community group meetings, receptions, and training sessions. The kitchenette may be behind folding or sliding doors.

Relationships

The space should be easily accessible from the Public Entrance and Lobby and readily accessible to the Public Rest Rooms. The Kitchenette should be adjacent to the rear entrance of the Meeting Room so that refreshments can be brought in without disturbing a meeting or program. The storage closet must be adjacent for easy usage. The Homework Center is near for overflow of homework related programs.

ADJACENT:

AV, Chair & Table Storage Room

CLOSE:

Circulation Desk
Homework Center
Public Entrance & Lobby
Public Rest Rooms

IN PROXIMITY:

Conference Room (Upstairs)

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Cabinet, Above Counter (Lockable) 1 linear foot x 24"d	6	0	0
Cabinet, Below Counter (Lockable) 1 linear foot x 24"d	4	0	0
Chair, Meeting Room - Folding 18"w x 20"d	30	8	240
Chair, Meeting Room - Stacking 25"w x 21"d	30	12	360
Clock Wall-mounted	1	0	0
Coffee Maker/Urn	1	0	0
Hot Water Urn	1	0	0
Kitchen Unit 78"w x 26"d x 84"h w/ sink, 2 stove top burners & refrigerator	1	37	37
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Cup Dispenser	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Paper Towel Dispenser Wall-mounted	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Waste Basket 13"w x 15"d x 15"h	2	0	0



Conference Room (Upstairs)

260 Sq. Ft.

Functional Activity

The Conference Room will provide space for library programming, staff conferences or meetings, continuing education, community meetings. The room will have AV presentation capabilities and network access for laptop usage, teleconferencing, and video conferencing. There will be a small kitchenette for light refreshments and a unisex rest room. The kitchenette may be behind folding or sliding doors. AV material will be stored in the AV, Chair & Table Storage Room in the Community Room w/Kitchenette.

Relationships

The elevator going upstairs to the Conference Room (Upstairs) space must be near the Public Entrance and Lobby elevator. The Conference Room space will be near the Public Rest Room (Upstairs).

CLOSE:

Elevator
Public Rest Room (Upstairs)

IN PROXIMITY:

Circulation Services
Community Room
Public Entrance & Lobby

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Conference Room At conference table - 26"w x 28"d	14	0	0
Clock Wall-mounted	1	0	0
Presentation Center 48"w x 36"h w/ marker board, tack board, & flip chart	1	0	0
Table, Conference 144"w x 54"d x 29"h (10 to 14 Person)	1	260	260
Telephone Handset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0



Public Rest Room (Upstairs)

0 Sq. Ft.

Functional Activity

This will be the Public Rest Room located just off the Conference Room which will serve library patrons and people attending conferences in the Conference Room space.

Relationships

The space must be near the Conference Room (Upstairs) space. The entrance to the rest rooms should be easy to find and convenient to the Conference Room (Upstairs). Adults may be the primary users of this unisex space.

CLOSE

Conference Room (Upstairs)
Elevator

IN PROXIMITY:

Community Room

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode Rest room	1	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	1	0	0
Mirror, With Shelf Above counter	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Sanitary Disposal Container	1	0	0
Sink And Counter Rest room	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Stall Rest room	1	0	0
Toilet Paper Dispenser Wall-mounted	1	0	0
Waste Basket (Large)	1	0	0



FICTION COLLECTION

601 Sq.

FUNCTIONAL ACTIVITY

The primary function of the Fiction Division is to house the library's fiction, paperback and large print book collections. The Fiction Collection is the heart of the library's "popular library" and may be organized by fiction books and genre books; i.e., westerns, science fiction, mysteries and romance novels. The Fiction Collection will be placed on the shelves and the genre books may be shelved in separate collections, with all books arranged on the shelves alphabetically by author's last name. A personal computer will be near for access to electronic information.

Reference librarians may act as reader's advisors, but in general, the Fiction Collection is a browsing, self-service collection.

SPATIAL RELATIONSHIPS

The Fiction Collection should be easily accessible from the main entrance of the library. For the most part, patrons enter the Fiction Collection after passing through the security gates and going past the Circulation Desk. The Periodicals Collection may be close for comfortable and relaxed reading.

CLOSE:

Non-Fiction Collection
Periodicals Collection

IN PROXIMITY:

Browsing

DIVISION SPACE SUMMARY

Sq. Ft.

Fiction Collection & Seating

601

TOTAL:

601



Fiction Collection & Seating

601 Sq. Ft.

Functional Activity

Patrons will enter this space and look for specific authors and then will often sit down to read the book jacket or the first few pages to see if they are interested in the book. They may do this several times during a visit to the library before selecting a book. They may also take to book to the Current Magazines & Newspapers Display & Seating area to sit in the lounge chairs and read their selected work. A technology carrel will be available for access to electronic information.

Relationships

The space should be located toward the front of the library in proximity to the Circulation Desk and the main entrance to the library. The Fiction Collection should also be in proximity to the New Book Display Area. Reference staff will provide reader's advisory assistance to patrons from the Reference Desk.

The paperbacks and genre books should be highly visible and accessible, since these are high use collections. Large print books, which might be located near the Fiction Collection, should be easy to find. The shelving and location of the large print collection should reflect the physical challenges of the elderly and the visually impaired, with shelving that is not too high or too low, and is located in a well-lighted area.

CLOSE

Current Magazines and Newspapers Display & Seating
Non-Fiction Collection & Seating

IN PROXIMITY:

New Book Display

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 480 Large Print	2	20	40
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3"W x 24"D unit w/end panels & canopy top 2640 Fiction	11	20	220
42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/ end panels & canopy top 168 Fiction (SF)	1	12	12
42" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3"W x 12"D unit w/ end panels & canopy top 336 Fiction, International Languages	2	12	24
Paperback DF 66" Shelving Unit/ 10 Divider Shelves 3"W x 24"D unit /end panels & canopy top 479 Paperbacks, International Languages	1	20	20
Paperback DF 66" Shelving Unit/ 10 Divider Shelves 3"W x 24"D unit /end panels & canopy top 960 Paperbacks	2	20	40



Furniture & Equipment and Shelving Units

Special Collections Display Book Case W/ 6 Shelves

48"w x 15"d x 72"H w/ locking glass doors
1008 Local History

UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
7	15	105

Description of Furniture & Equipment Units

Chair, Reader's

21"w x 21"d

4	0	0
---	---	---

Chair, Technology Workstation

21"w x 21"d

1	0	0
---	---	---

Computer, Public Desktop

CPU, mouse & keyboard, w/15" flat plasma monitor

1	0	0
---	---	---

Surge Protector, Multiple Devices

1	0	0
---	---	---

Table, Reader's

72"w x 48"d x 29"h (4 Person)

1	100	100
---	-----	-----

Technology Carrel

41"w x 30"d (1 Person) sit-down w/ power & data management

1	40	40
---	----	----

Waste Basket

13"w x 15"d x 15"h

1	0	0
---	---	---



GENERAL BUILDING SERVICES

25 Sq.

FUNCTIONAL ACTIVITY

The primary function of the General Building Services Division is to provide custodial work and storage space, mechanical equipment space, and a telecommunications equipment area.

SPATIAL RELATIONSHIPS

The General Building Services Division will be best located in the back-of-the-house areas of the library. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room and Telecommunications Closet to isolate them from public spaces and staff offices.

CLOSE:

Circulation Services
Staff Services

AWAY:

Public Areas

DIVISION SPACE SUMMARY

Sq. Ft.

Custodial Sink & Storage Room
Mechanical Equipment Room
Telecommunications Closet

25
N/A
N/A

TOTAL: 25



Custodial Sink & Storage Room

25 Sq. Ft.

Functional Activity

This space will provide a place for the custodial purposes such as storing equipment and using the mob sink. This is the main custodial room for the branch library. Toilet paper, paper towels, cleaning supplies, etc. will be stored in this space.

Relationships

The space should be close to the Staff Entrance where it will be convenient for the custodians who clean the library. This space will be in the form of a Custodial Sink and Supply Room and will be best located in the back-of-the-house areas of the library.

CLOSE:

Staff Entrance & Lobby

Furniture & Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Hand Truck 23"w x 18"d x 51"h	1	4	4
Hose W/ Spray Nozzle	1	0	0
Ladder, Extension 22"w x 55"-156"h - Wall-mounted	1	0	0
Ladder, Step	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Shelving, Industrial SF 36"w x 24"d x 84"h steel w/ 6 shelves	1	15	15
Sink, Mop	1	6	6



Mechanical Equipment Room

0 Sq. Ft.

Functional Activity

All necessary items for the efficient functioning of the facility will be housed in this area such as electrical lines, telephone lines, fire and security systems, etc.

Relationships

The Mechanical Equipment Room should be adjacent to the Staff Entrance & Lobby and Staff Workroom where it will be convenient for the repair personnel. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room and Telecommunications Closet to isolate them from public spaces and staff offices.

CLOSE:

Staff Entrance & Lobby
Staff Services Workroom

Furniture && Equipment and Shelving Units

UNIT	UNIT EXTENDED	
QTY	Sq. Ft.	Sq. Ft.

Description of Furniture & Equipment Units



Telecommunications Closet

0 Sq. Ft.

Functional Activity

Space must be provided for equipment to run and operate the County WAN system. This is accomplished using hubs and routers to connect branch computers to the County system.

Relationships

The space should be near the Staff Services Workroom where it will be convenient for the library staff as well as repair personnel to have access. Care should be taken in the location of noise producing spaces such as the Mechanical Equipment Room and Telecommunications Closet to isolate them from public spaces and staff offices.

CLOSE:

- Circulation Desk
- Staff Services Workroom

IN PROXIMITY:

- Staff Entrance & Lobby

Furniture && Equipment and Shelving Units

Description of Furniture & Equipment Units	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Router/Switch	1	0	0
Rack-mounted - 8"w x 20"d x 24"h			



HOMEWORK CENTER

820 Sq.

FUNCTIONAL ACTIVITY

The Homework Center Division is for students and tutors to work in a private quiet area on a one-to-one and group tutoring and studying basis. A Homework Coordinator and volunteers will assist the students. The Homework Center computers, located in the Homework Collection & Seating space, will also be accessible to other patrons at non-scheduled Homework Center times. Patrons may also use their laptop computers in this division. Young adults and juveniles may be the primary users of this Division.

During non homework usage, the multi-functional computers will be available for on-line cataloging, internet research, and personal computing work. A separate Homework Study/Tutoring room for group study capacity will also be in this division.

In addition, the Monterey County Free Libraries bilingual web site allows students to receive homework help on-line, by E-mail, and by telephone. Students will also have access to the North Monterey County Unified School District's WAN and web site that will provide access to the school's library catalog and library research and reference resources.

Adult literacy will also take place in this area.

SPATIAL RELATIONSHIPS

This Homework Center Division should be near the Circulation Services so that staff may supervise the patrons using the Center. It should be near Reference Services for non-prime time usage by patrons doing reference research. It should be near the divisions that will produce the most users.

CLOSE:

Reference Services
Young Adult Library

IN PROXIMITY:

Children's Library
Circulation Services
Community Room

DIVISION SPACE SUMMARY

Homework Collection & Seating
Study/Tutoring Room

Sq. Ft.

700

120

TOTAL:

820



Homework Collection & Seating

700 Sq. Ft.

Functional Activity

The space makes available library staff assistance and print and electronic resources to school-age students. The center is available for self-help use during all hours the library is open and during scheduled hours with homework staff. Dedicated staff and volunteer assistance (adult and student) will be available on a scheduled basis. A collection of homework support materials, which reflects the current class assignments in the local schools will be available. Internet and OPAC access will also be provided in the Homework Center.

This space will serve as a quiet study area and as a computer work area. It may also serve as a small group meeting space, a literacy tutoring space, a staff conference or project space, or a workspace for library patrons to work on collaborative projects.

All printing out of material will be done at the Reference Desk so patrons will check there for their documents. Bilingual software is available. Students may obtain homework help online through the County's bilingual web site (www.montereycountyfreelibraries.org). They may also receive help by E-mail and telephone.

Students will have access to North Monterey County Unified School District's WAN and website that provides access to the school district's catalog, and its research, reference, and curriculum resources.

The space should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision and noise with at least two interior walls of glass or half-glassed. It will not have a locking door.

Adult Literacy will also take place in this area.

Relationships

The space should be located close to the Circulation Desk and Reference Desk, with sight lines, so staff at the desk can supervise the space and provide assistance to students. The space should be close to the Reference Collection so that resources there can be used by students in the Homework Center. This space will house the additional workstations that will supplement those located in the main library space.

Students in this space will utilize the broader resources of the Juvenile Collection and Seating, Young Adult Collection & Seating, and Reference Collection & Seating so these spaces should be close or in-proximity. This space ideally should be located in a prominent area. It should be visible from the Circulation Desk and the Reference Desk. However, if a staff member is on-duty in the Center, the area may be elsewhere but a phone should be available. The Homework Study/Tutoring Room should be adjacent for tutoring, small-group work, or quiet study.

ADJACENT:

Study/Tutoring Room

CLOSE:

Reference Collection & Seating
Young Adult Collection & Seating

IN PROXIMITY:

Circulation Desk
Community Room



Juvenile Collection & Seating
Reference Desk

Furniture && Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	4	0	0
Chair, Technology Workstation 21"w x 21"d	24	0	0
Clock Wall-mounted	1	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	24	0	0
Headphones	10	0	0
Shelving, SF 45"h Steel W/ 3 Shelves 3'w x 12"d unit	2	12	24
Surge Protector, Multiple Devices	24	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	1	100	100
Technology Carrel 36"w x 24"d (1Person) sit-down w/ power & data management	24	24	576
Waste Basket 13"w x 15"d x 15"h	2	0	0



Study/Tutoring Room

120 Sq. Ft.

Functional Activity

This space will serve as a quiet study and tutoring, either one-on-one or group, room. It may also serve as a small group meeting room, a literacy tutoring space, a staff conference or project room, a small multimedia viewing room, or a workroom for library patrons to work on collaborative projects.

The space should be located in a public area where it is highly visible to staff at a nearby service desk or in a workroom. The room needs to be a "glass box" to maximize supervision with at least one interior wall of glass.

The Homework Study/Tutoring Room should be located in a public area where it is highly visible to staff at a nearby service desk or workroom. The room needs to be a "glass box" to maximize supervision with at least two interior walls of glass or half-glassed. This space will be an enclosed separate room from the Homework Collection & Seating space.

Adult literacy will also take place in this area.

Relationships

This room should be located in a prominent area with relatively high foot traffic. It should be visible from the Reference Desk. It will be adjacent to the Homework Collection & Seating so students may have a quiet space for one-on-one or group study or tutoring.

ADJACENT:

Homework Collection & Seating

CLOSE:

Reference Collection & Seating

Young Adult Collection & Seating

IN PROXIMITY:

Juvenile Collection & Seating

Circulation Desk

Reference Desk

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Furniture & Equipment Units			
Chair, Group Study	4	0	0
At table or counter - 21"w x 21"d			
Clock	1	0	0
Wall-mounted			
Table, Group Study	1	120	120
42" diameter x 29"h (4 Person)			



LIBRARY ENTRANCE

200 Sq.

FUNCTIONAL ACTIVITY

The primary function of Library Entrance Division is to provide a formal entrance and lobby for the library building and access to ancillary services such as the Friends' Book Sale Area (if added in the future), the Public Meeting Room and the main Public Rest Rooms for the facility. The lobby will provide space for library patrons to enter and exit the library and will also provide space for gathering outside of the Meeting Room.

This space will also house a Museum Exhibit that will showcase local history displays, books, etc.

SPATIAL RELATIONSHIPS

The Library Entrance Division is essentially a pass-through space which patrons will use when visiting either the library or the Community Room.. It should be conveniently located to allow access to both. The Library Entrance must be able to be locked off and separated from the library so that the meeting room and ancillary services can be open when the library is closed.

CLOSE:

- Audio-Visual Collection
- Browsing
- Circulation Services
- Community Room
- Public Rest Rooms

IN PROXIMITY:

- Conference Room

DIVISION SPACE SUMMARY

Sq. Ft.

Museum Exhibits	200
Public Entrance & Lobby	N/A
Public Rest Rooms	N/A
TOTAL:	200



Museum Exhibits

200 Sq. Ft.

Functional Activity

This will not be a separate "room", but a space in the Public Entrance & Lobby area. The primary function of this space is to provide housing for the library's Local History Museum Collection including books on the Castroville area, photo archives, and other local historical materials. The materials in this space may be non-circulating. The exhibits will be passive and will be changed periodically.

This space is intended for library patrons in the community who have a special interest in local culture and history. Generally, the Museum/Exhibit space should be removed from the noisier areas of the library. Some of the materials in this collection will be housed in locked display cases and will require the assistance of a staff member for access.

Relationships

The only relationship for the Museum Exhibits space is that it will be in the Public Entrance & Lobby. It must be reasonably close to the Circulation Desk, preferably within sight line, so that staff may supervise the space and near the Reference Desk for staff to assist in queries concerning the exhibits.

CLOSE:

Circulation Desk
Community Room
Public Entrance & Lobby

IN PROXIMITY:

Reference Desk

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Case, Exhibit 48"w x 24"d x 72"h	4	35	140
Case, Floor Display 48"w x 18"d x 48"h	2	30	60



Public Entrance & Lobby

0 Sq. Ft.

Functional Activity

This space provides access to the library as well as its ancillary services. The lobby should be an inviting space that welcomes the public to the library and the meeting rooms. The interesting use of light and space, the introduction of the building's theme, public art, and the spaciousness required for traffic flow should combine to make this area an architectural focal point of the building.

The entrance should consist of two pair of automatic or power-assist-option doors for patron convenience, set far enough apart to create a weather vestibule and to allow for universal access. This space will also be a passive display area for local historic items. The lobby must be large enough to house the museum exhibit display casework.

There will be inventory control gates on the other side of the interior doors between the Public Entrance & Lobby and the main library.

A bicycle rack and bench will be outside the entrance for patron convenience.

Relationships

The space is the primary access to all parts of the library building including ancillary services. Access to the Community Room, Public Rest Rooms, and Circulation Area should be off the lobby.

CLOSE:

- AV Collection
- Circulation Desk
- Community Room
- Copy Bay
- Museum Exhibits
- New Book Display
- Public Rest Rooms
- Self-Check Out Cluster
- Self-Service Reserved Book Collection

IN PROXIMITY:

- Conference Room (Upstairs)
- Public Rest Room (Upstairs)

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bench, Exterior 76" x 22" x 18"	3	0	0
Bicycle Rack	2	0	0
Bulletin Board	1	0	0
Case, In-Wall Display Custom built-in, 60"w x 18"d x 72"h, w/ lighting & glass doors	1	0	0
Clock Wall-mounted	1	0	0
Donor Recognition Plaque	1	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Drinking Fountain 18"w x 19"d x 24"h - Built-in	2	0	0
Rack, Literature Display Handout Wall-mounted	1	0	0
Sign, Announcement Free standing	1	0	0
Telephone, Public Pay 30"w x 19"d - Accessible	1	0	0
Vending Machine 40"w x 40"d x 72"h	2	0	0



Public Rest Rooms

0 Sq. Ft.

Functional Activity

This will be the main bank of Public Rest Rooms located just off the lobby which will serve library patrons and people attending programs in the meeting rooms.

Relationships

The space must be just off the Lobby and close to the Community Room. The entrance to the rest rooms should be easy to find and convenient to the Community Room. The entrance to the rest rooms should be visible from the Circulation Desk if possible. Young children may be primary users of this space.

CLOSE:

Community Room w/Kitchenette
Public Entrance & Lobby

IN PROXIMITY:

Circulation Desk

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode Rest room	3	0	0
Diaper Changing Counter 36"w x 18"d	2	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	2	0	0
Mirror, With Shelf Above counter	2	0	0
Paper Towel Dispenser Wall-mounted	2	0	0
Sanitary Disposal Container	2	0	0
Sink And Counter Rest room	4	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	2	0	0
Stall Rest room	3	0	0
Toilet Paper Dispenser Wall-mounted	4	0	0
Urinal	2	0	0
Waste Basket (Large)	2	0	0



NON-FICTION COLLECTION

804 Sq.

FUNCTIONAL ACTIVITY

The primary function of the Non-Fiction Collection Division is to house the library's Non-Fiction Collection which is central to the library's role as a reference and resource library for the community. Library patrons usually need more assistance finding books in the Non-Fiction Collection than they do in the Fiction Collection so professional staff must be close at hand to provide assistance.

SPATIAL RELATIONSHIPS

The major spatial relationship for the Non-Fiction Collection Division is that it be close to the Reference Services division. Library patrons will also typically consult one of the library's on-line public access catalogs (OPACs).

One of the more common scenarios is for a library patron to enter the library and proceed to the OPACs, consult the catalog, and then go to the non-fiction stacks to find one or more books. Patrons will then sit down and look at the books and/or check the books out at the Circulation Desk. Patrons may also find it necessary to consult with the staff for assistance. The library's staff will have frequent need to access the collection to answer reference questions or help patrons locate materials.

CLOSE:

Periodicals Collection
Young Adult Library

IN PROXIMITY:

Fiction Collection
Reference Services

DIVISION SPACE SUMMARY

Sq. Ft.

Non-Fiction Collection & Seating

804

TOTAL:

804



Non-Fiction Collection & Seating

804 Sq. Ft.

Functional Activity

After locating books in the non-fiction bookstacks, library patrons may sit down at tables, carrels or in lounge chairs to study the books. To permit a high degree of concentration, it is best if the seating areas are quiet and removed, although they must be easily accessible to the Reference Collection. Seating should be dispersed throughout the space, not together in one large reading cluster. While in the non-fiction bookstacks, patrons may wish to consult the library's catalog

several times so the space should be near to the On-line Public Access Catalogs. A public multi-functional computer will be housed in this space.

Relationships

The space should be near the On-line Public Access Catalogs. The area should be easily accessible and near the Reference Collection, and the Fiction Collection. It should not be located close to the noise of the Children's Area.

CLOSE:

Periodicals Collection & Seating
Young Adult Collection & Seating

IN PROXIMITY:

Fiction Collection & Seating
Reference Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle DF 45"H Steel Shelving W/ 6 Shelves 3'W x 24"D unit w/end panels & canopy top 287 Non-Fiction (45")	2	20	40
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 5040 Non-Fiction	21	20	420
42" Aisle SF 90" H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top 1512 Non-Fiction, International Languages	9	12	108
42" Aisle SF 90"H Steel Shelving W/ 7 Shelves 3'W x 12"D unit w/ end panels & canopy top 504 Non-Fiction (SF)	3	12	36
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	8	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	2	100	200



PERIODICALS COLLECTION

228 Sq.

FUNCTIONAL ACTIVITY

The primary function of the Periodicals Collection Division is to provide public access to periodicals (magazines, newspapers and other publications of a serial nature). Also to provide a relatively quiet area with comfortable seating for relaxing reading. The library's current magazines and newspapers will typically be housed on hinged slanted display shelving. One year's back issues of magazines will be stored on a flat shelf underneath. Two weeks of back issues of newspapers will be stored. This area will be for the adult and young adult periodicals. The children's and juveniles' magazines will be housed in their particular areas.

SPATIAL RELATIONSHIPS

The Periodicals Collection Division may be located anywhere in the adult library as long as the public can find it easily and the space is relatively quiet. It should be near Circulation Services for copier usage, Reference Services and Non-Fiction Collection for further research, and the Fiction Collection for leisurely reading.

CLOSE:

- Fiction Collection
- Non-Fiction Collection

IN PROXIMITY:

- Circulation Services
- Reference Services

AWAY:

- Children's Library

DIVISION SPACE SUMMARY

Sq. Ft.

Current Magazine & Newspaper Display & Seating	228
TOTAL:	228



Current Magazine & Newspaper Display & Seating

228 Sq. Ft.

Functional Activity

Library patrons will browse and read current and back issues of magazines and newspapers in this space which is sometimes referred to as the library's "living room." They may also bring over Fiction material to read on the comfortable lounge chairs in this area, so this space should be comfortable and inviting for relatively long stays. Magazine and newspaper articles from items in this area may be related to reference and non-fiction material in their respective areas. Copying of articles from the space will take place at the Copy Center.

Relationships

The location of this space may be flexible but must be in a relatively quiet zone. It is preferred that it be more removed from the heavy traffic near the Library Entrance and Lobby. This space, the "living room" of the library, should be a relaxing environment where patrons can read magazines and newspapers at their leisure. Wherever it is located, it will be advantageous if the staff at the Circulation Desk can provide supervision and assistance as needed. The use of the copier for reproducing articles, near reference material for enhanced research, which also includes being near a multi-functional computer (Internet and OPAC access), and near the Fiction Collection for patrons to select a book and then sit in the lounge chairs and enjoy their reading. It should not be located near the Children's and Juvenile areas.

CLOSE:

Fiction Collection & Seating
Non-Fiction Collection & Seating

IN PROXIMITY:

Copy Bay
Reference Collection & Seating

AWAY:

Children's Collection & Seating
Juvenile Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle SF 45"H Newspaper Display Shelving W/ 2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 6 Current Newspapers, International Languages	1	12	12
42" Aisle SF 45"H Newspaper Display Shelving W/ 2 Shelves 3'W x 12"D unit w/ flip up sloping shelf & shelf underneath 6 Current Newspapers	1	12	12
42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath 12 Current Magazines	1	20	20
42" Aisle DF 45"H Magazine Display Shelving W/ 4 Shelves 3'W x 24"D unit w/ flip up sloping shelf & shelf underneath 12 Current Magazines, International Languages	1	20	20
Chair, Lounge 36"w x 36"d	4	35	140
Table, End 30"w x 30"d x 20"h	2	12	24



REFERENCE SERVICES

707 Sq.

FUNCTIONAL ACTIVITY

The primary function of the Reference Services Division is to provide the public with access to reference books, indexes, the Internet and electronic databases. This area is the research center of the library and houses the reference book collections, local history collection (Californiana) and On-line Public Access Catalogs (OPACs) and technology workstations with Internet access. The reference staff will assist the public with their information searching in electronic and print formats. The County's bilingual web site allows for 24/7 reference services. A custom made, six station, technology workstation commissioned by the Friends group must be used.

SPATIAL RELATIONSHIPS

Patrons with informational questions will often enter the library and proceed directly to the Reference Services Division. Frequently, they consult the OPACs first and then the Reference Collection. Patrons should pass by the OPACs before they arrive at the Reference Collection, both of which should be highly visible from the entrance to the Public Entrance and Lobby.

The Non-Fiction Collection must have a strong spatial relationship with the Reference Services Division for the library to function effectively.

While the Young Adult Services Division should be near the Reference Services Division so that young adults can begin to use reference materials. The Periodicals Collection should be in the proximity of Reference Services so that staff can assist patrons, who have been searching periodical indexes to locate back issues. The Reference Services Division should be as far away from the Children's Library as possible to avoid disturbance from potential noise in the Children's Library.

ADJACENT:

Circulation Services

CLOSE:

Homework Center

Young Adult Library

IN PROXIMITY:

Children's Library

Non-Fiction Collection

Periodicals Collection

DIVISION SPACE SUMMARY

Sq. Ft.

On-Line Public Access Catalog (OPAC) Cluster

144

Reference Collection & Seating

459

Reference Desk

104

TOTAL:

707



On-Line Public Access Catalog (OPAC) Cluster

144 Sq. Ft.

Functional Activity

Patrons will enter the On-line Public Access Catalog (OPAC), which may be multi-functional, space from many points in the library, but most frequently from the main entrance of the library. The OPAC area will house multi-functional computers with access to the library's on-line catalog, databases, indexes, and the Internet. Patrons should not be encouraged to stay here for long periods of time since the OPACs will receive a high volume of use. In order to encourage quick use of these OPACs, some of the stations should be stand-up only. Carrels or counters must be large enough to accommodate printers and personal belongings. Access to other multi-functional stations will be in the Reference Collection & Seating, Homework Center Study/Tutoring, Non-Fiction Collection & Seating, and Juvenile Collection & Seating spaces.

Relationships

The OPAC cluster must be close to the Circulation Desk and Reference Desk, so that the staff can assist patrons using the OPACs, and patrons can easily reach staff when they have questions. An OPAC station should be close to the Non-Fiction Collection and Reference Collection since many patrons will proceed from an OPAC to the stacks after finding a citation in the catalog.

CLOSE:

- Circulation Desk
- Non-Fiction Collection & Seating
- Reference Collection & Seating
- Reference Desk

IN PROXIMITY:

- Current Magazines and Newspapers Display & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Chair, Technology Workstation 21"w x 21"d	6	0	0
Computer, OPAC Desktop CPU, mouse & keyboard, 2/ 15" flat plasma monitor	4	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	2	0	0
Surge Protector, Multiple Devices	6	0	0
Technology Carrel 36"w x 24"d (1Person) sit-down w/ power & data management	6	24	144
Waste Basket 13"w x 15"d x 15"h	2	0	0



Reference Collection & Seating

459 Sq. Ft.

Functional Activity

The function of this space is to house the library's reference books and provide seating for patrons who wish to use these collections or the library's Internet workstations. Reference books include dictionaries, directories, encyclopedias, almanacs, government documents and other research oriented material. While much of this collection is still in paper format, portions of the reference print collection are expected to be converted to electronic format over time; therefore, some of the bookstack area may be replaced with Internet workstations in the future.

A public computer, multi-functional, will be available in this area for research.

The Local History (Californiana) collection will consist of works by local authors and archives and materials of historical significance to the City, County, Region and State. These items are non-circulating and will be housed in glassed, locked cabinets for security. The material will be hand delivered by the staff to patrons for in-house use.

Relationships

The space must be close to the Reference Desk and the Copy Bay, and also near the OPACs.

While the Reference Collection is an extension of the Non-Fiction Collection, there should be a clear distinction between the two collections to avoid confusion to library patrons.

CLOSE:

- Copy Bay
- Current Magazines and Newspapers Display & Seating
- Homework Collection & Seating
- Study/Tutoring Room
- On-Line Public Access Catalog (OPAC) Cluster
- Young Adult Collection & Seating

IN PROXIMITY:

- Circulation Desk
- Reference Desk
- Non-Fiction Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle DF 66"H Steel Shelving W/ 10 Shelves 3'W x 24"D unit w/end panels & canopy top 1620 Reference	9	20	180
42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top 216 Ready Reference	4	12	48
42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3'W x 12"D unit w/ end panels & canopy top 108 Reference, International Languages	2	12	24
Atlas Case	1	25	25



Description of Furniture & Equipment Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Chair, Reader's 21"w x 21"d	4	0	0
Chair, Technology Workstation 21"w x 21"d	1	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
File Cabinet, Vertical (Four Drawer) 18"w x 29"d x 52"h	3	14	42
Surge Protector, Multiple Devices	1	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	1	100	100
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	1	40	40
Waste Basket 13"w x 15"d x 15"h	1	0	0



Reference Desk

104 Sq. Ft.

Functional Activity

This is the public service desk for the Reference Collection and Seating Area. It should be unimposing to encourage contact between the library's staff and patrons. Seating will be provided on the customer side of the desk. There should be a visually self-explanatory queuing system in front of the desk that will allow patrons to queue during busy periods.

All printing work from the homework center will be done in this area. There is online reference assistance available 24/7 from the County's bilingual web site (www.montereycountyfreelibraries.org). This site will also allow searching of linked databases.

Relationships

The Reference Desk is the hub of the Reference Services Division and should be a predominant, easily identifiable feature. It must be near the OPACs and the Reference Collection for supervision and to assist patrons. The Desk should also be near the Local History Collection, the Copy Bay, and in proximity to the Homework Study/Tutoring Room and Collection & Seating..

ADJACENT:

Circulation Desk

CLOSE:

Branch Manager's Office

Copy Bay

On-line Public Access Catalog (OPAC) Cluster

Staff Services Workroom

IN PROXIMITY:

Study/Tutoring Room

Juvenile Collection & Seating

Reference Collection & Seating

Young Adult Collection & Seating

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
Description of Shelving Units			
CD-ROM SF Shelving Unit W/ 4 Sliding Browser Boxes 3'W x 12"D unit - 96 CD-ROM's / box 320 CD-ROM	1	12	12
Description of Furniture & Equipment Units			
Cabinet, Below Counter (Lockable) 1 linear foot x 24"d	3	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	1	0	0
Computer, Print Manager Desktop CPU, mouse & keyboard w 15"/flat plasma monitor	1	0	0
Computer, Staff Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	2	0	0



Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
FAX Machine, Desktop 30"w x 17"d x 21"h	1	0	0
Printer, Laser (Color)	2	0	0
Shelving, SF 90"h Steel W/ 7 Shelves 3'w x 12"d unit	1	12	12
Surge Protector, Multiple Devices	3	0	0
Telephone, Portable/Wireless Handset	1	0	0
Telephone, Portable/Wireless Headset	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0
Workstation, Reference Desk 6'w x 30"d w/ 7' behind desk & 3.5' in front	1	80	80



STAFF SERVICES

491 Sq.

FUNCTIONAL ACTIVITY

The primary function of the Staff Services Division is to provide support for the entire staff of the library. This division includes a Staff Services Workroom, Staff Lounge with a Kitchenette, Staff Rest Rooms, and a separate exterior Staff Entrance.

SPATIAL RELATIONSHIPS

The Staff Services Division should be easily accessible from most staff areas and removed from the public areas of the library. It is a prime candidate for location in the back of house areas of the library.

CLOSE:

- Circulation Services
- Reference Services

DIVISION SPACE SUMMARY

Sq. Ft.

Staff Entrance & Lobby	N/A
Staff Lounge w/Kitchenette	159
Staff Rest Room	N/A
Staff Services Workroom	308
Staff Storage/Supply Closet	24
TOTAL:	491



Staff Entrance & Lobby

0 Sq. Ft.

Functional Activity

This is a separate staff only entrance to the library which is convenient from staff parking. A video camera will monitor persons entering and exiting this area. Outside seating for staff to take refreshment breaks will be in this area.

Relationships

The space should be close to the Staff Services Workroom. There should also be good access to the Staff Lounge. The positioning of the Staff Entrance relative to exterior spaces such as staff parking and pedestrian access is critical.

CLOSE:

- Custodial Sink & Storage Room
- Mechanical Equipment Room
- Staff Lounge
- Staff Services Workroom

Furniture && Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Chair, Café Exterior	4	0	0
Table, Café Exterior	1	0	0



Staff Lounge w/Kitchenette

159 Sq. Ft.

Functional Activity

This space is for the staff to relax and prepare meals in during breaks, lunch, and dinner. This area should be comfortable, quiet and relaxing. The kitchen sink will have a garbage disposal. Lockers for staff belongings will also be in this space. There will be a patio for furnishings for the staff to relax outside.

Relationships

The space should be close to the Staff Rest Room which should not open directly into the Staff Lounge. The Staff Lounge should be close to the Staff Services Workroom and near the Staff Entrance.

CLOSE:

Staff Entrance & Lobby
Staff Rest Rooms
Staff Services Workroom

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bottled Water Dispenser 18"w x 18"d	1	4	4
Bulletin Board	1	0	0
Cabinet, Above Counter (Lockable) 1 linear foot x 24"d	4	0	0
Cabinet, Below Counter (Lockable) 1 linear foot x 24"d	2	0	0
Chair, Café	4	0	0
Clock Wall-mounted	1	0	0
Coat & Hat Rack (Wall Mounted)	1	0	0
Coffee Maker/Urn	1	0	0
Hot Water Urn	1	0	0
Kitchen Unit 52"w x 26"d x 84"h w/ sink, 2 stove top burners & refrigerator	1	25	25
Locker Unit 12"w x 12"d x 62"h (Three 20" lockers)	2	5	10
Microwave Oven 30"w x 14"d x 16"h - countertop or under cabinet	1	0	0
Paper Cup Dispenser 3" diameter x 18"h - Wall-mounted	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Sofa (2 Seat)	1	55	55

A **Libris DESIGN** Building Program

Report Printed on: 3/10/03 9:05:55 AM

Castroville Small Branch Library

Page 55 of 63



Furniture && Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Table, Café	1	65	65
Staff (4) - 36" diameter			
Telephone, Portable/Wireless Handset	1	0	0
Waste Basket	1	0	0
13"w x 15"d x 15"h			



Staff Rest Room

0 Sq. Ft.

Functional Activity

This space will provide rest rooms exclusively for the library staff with an appropriate number of fixtures based upon the size of the staff and the local code requirements. There should be separate rest room for men and women if possible, otherwise this will be a unit-sex rest room.

Relationships

The space should be near to the Staff Lounge but should not open into the lounge. These rest rooms should not be accessible to the public. They should be near the staff work areas.

CLOSE:

Staff Lounge
Staff Services Workroom

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT EXTENDED Sq. Ft.	Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Commode Rest room	1	0	0
Hand Dryer 12"w x 7"d x 10"h - wall-mounted	1	0	0
Mirror, With Shelf Above counter	1	0	0
Paper Towel Dispenser Wall-mounted	1	0	0
Sanitary Disposal Container	1	0	0
Sink And Counter Rest room	1	0	0
Soap Dispenser 5"w x 4"d x 10"h - Wall-mounted	1	0	0
Toilet Paper Dispenser Wall-mounted	1	0	0
Waste Basket 13"w x 15"d x 15"h	1	0	0



Staff Services Workroom

308 Sq. Ft.

Functional Activity

The space provides space for back-of-house staff activities. The library staff will check-in library materials that have been deposited in the Book Return Room and then will sort them on shelving before returning them to the stacks. Circulation overdues, bills, and reserve notices will be processed here. There will also be a mending workstation where staff will be able to mend and clean library books and materials after they have been returned. Since this is the only workroom in the library, staff workstations to support children's activities, reference work and any other kind of staff support activity are located here. Material for the copier may be stored in this area. There will be workstation spaces for two Library Assistants in this area. As the Assistants are less than full time, their workstations will also be available for the Homework Coordinator personnel to use.

Relationships

The Book Return Room and the Staff Storage/Supply Closet should be adjacent to this area. The Branch Manager's Office, and Circulation Desk should all be near the Staff Services Workroom. Staff will move frequently between each space, but particularly between the desk and the workroom. For this reason, not only should there be easy access between the spaces, there should also be a sight line between the workroom and the Circulation Desk and Reference Desk, so that staff can fill-in if a line starts to form at the desk.

ADJACENT:

Book Return Room
Staff Storage/Supply Closet

CLOSE:

Branch Manager's Office
Circulation Desk
Reference Desk
Telecommunications Closet
Staff Entrance & Lobby
Staff Lounge
Staff Rest Room

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
<u>Description of Furniture & Equipment Units</u>			
Bar Code Reader, Fixed Mount	1	0	0
Bar Code Reader, Hand-Held	1	0	0
Book Truck 36"w x 24"d	2	10	20
Bulletin Board	1	0	0
Cabinet, Above Counter (Lockable) 1 linear foot x 24"d	9	0	0
Cabinet, Below Counter (Lockable) 1 linear foot x 24"d	2	0	0
Chair, Task Low back mid-quality with casters 25"w x 25"d	2	0	0
Clock	1	0	0



Furniture && Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	EXTENDED Sq. Ft.
Wall-mounted			
Computer, Staff Desktop	2	0	0
CPU, mouse & keyboard, w/15" flat plasma monitor			
Copier, Color Countertop	1	0	0
17"w x 16"d x 8"h			
File Cabinet, Vertical (Two Drawer)	2	0	0
18"w x 25"d x 29"h			
Mail Boxes	1	0	0
Tabletop (4 - compartment unit/15" x 11" x 13'			
Paper Cup Dispenser	1	0	0
3" diameter x 18"h - Wall-mounted			
Paper Cutter	1	0	0
Paper Towel Dispenser	1	0	0
Wall-mounted			
Printer, Laser (Color)	2	0	0
Scanner, Flat	1	0	0
Shelving, SF 90"h Steel W/ 7 Shelves	7	12	84
3'w x 12"d unit			
Sink	1	14	14
24"w x 24"d - In counter			
Soap Dispenser	1	0	0
5"w x 4"d x 10"h - Wall-mounted			
Surge Protector, Multiple Devices	2	0	0
Table, Work	1	120	120
60"w x 36"d x 29"h (1 to 2 Person)			
Telephone Answering Machine	1	0	0
Telephone, Portable/Wireless Handset	1	0	0
Telephone, Portable/Wireless Headset	1	0	0
Waste Basket W/Shredder	1	0	0
18'w x 14'd x 12'h			
Workstation, Clerical Counter	1	70	70
12'w x 30"d -- Against Wall			



Staff Storage/Supply Closet

24 Sq. Ft.

Functional Activity

The area provides storage space for supplies and equipment used by staff in the Staff Services Workroom. Supplies will include paper, ink cartridges, pencil, pens, library bookmarks, etc.

Relationships

This space must be adjacent to the Staff Services Workroom since services staff will be access the room frequently.

ADJACENT:

Staff Services Workroom

Furniture && Equipment and Shelving Units

<u>Description of Furniture & Equipment Units</u>	UNIT	UNIT EXTENDED	
	QTY	Sq. Ft.	Sq. Ft.
Box, Cardboard In transition or storage	6	4	24



YOUNG ADULT LIBRARY

200 Sq.

FUNCTIONAL ACTIVITY

The function of the Young Adult Division is to provide services to young adults (primarily ages 12 to 16) by giving them a space in the library that they can call their own with collections and special study areas. Because of the "in-between" age, young adults often fall through the cracks with respect to library service. They are too old for the Children's Library, but frequently not mature enough to utilize the services and collections of the main adult library. In this space, the needs of young adults can be met with special collections, limited privacy, and the ability for young adults to exchange ideas conversationally without disturbing other patrons or staff. A multi-functional computer will allow Internet and cataloging access.

SPATIAL RELATIONSHIPS

The Young Adult Services Division should be very close to the public computers since young adults will be heavy users of these. The division should also be relatively near the Circulation Services Division so that staff can supervise the young people. It should be in the proximity of the Reference Services Division to encourage youth to begin to make use of reference collections and services. However, it should not be located too close to Reference Services because the noise generated in the YA Division may disturb the patrons who need quiet for study or research. The Young Adult Services Area should not be located too near the Children's Library since youth of this age are frequently trying to separate themselves from the image of being children.

CLOSE:

- Non-Fiction Collection
- Reference Collection

IN PROXIMITY:

- Audio-Visual Collection
- Circulation Services
- Homework Center
- Reference Services

DIVISION SPACE SUMMARY

Sq. Ft.

Young Adult Collection & Seating

200

TOTAL:

200



Young Adult Collection & Seating

200 Sq. Ft.

Functional Activity

Young adults will congregate in this space to find books, use the public computer, and to read, study and talk with their friends. There will be a good deal of interaction between the young people, and the tables and chairs should be arranged to permit some socializing, (i.e., future lounge seats should face one another, carrels should be sized to allow two teens to sit together, etc.) This area should be somewhat out of the way to keep the noise level from disturbing other library patrons, however the space must be easily supervised by staff at the nearest service desk. A multi-functional computer in be housed in this space.

Relationships

The space should be near the Reference Division and in proximity of the Homework Center. Young adults may also be some of the heaviest users of the AV materials and will be going back and forth between these two areas. This area should also be near the Circulation Desk so that staff may supervise and assist the young adults, but the space should not be near the Children's Library.

CLOSE:

Non-Fiction Collection & Seating
Reference Collection & Seating

IN PROXIMITY:

AV Collection
Circulation Desk
Homework Collection & Seating
Study/Tutoring Room
Reference Desk

Furniture & Equipment and Shelving Units

	UNIT QTY	UNIT Sq. Ft.	UNIT EXTENDED Sq. Ft.
<u>Description of Shelving Units</u>			
42" Aisle SF 45"H Steel Shelving W/ 3 Shelves 3"W x 12"D unit w/ end panels & canopy top 540 Young Adult	5	12	60
<u>Description of Furniture & Equipment Units</u>			
Chair, Reader's 21"w x 21"d	4	0	0
Chair, Technology Workstation 21"w x 21"d	1	0	0
Computer, Public Desktop CPU, mouse & keyboard, w/15" flat plasma monitor	1	0	0
Surge Protector, Multiple Devices	1	0	0
Table, Reader's 72"w x 48"d x 29"h (4 Person)	1	100	100
Technology Carrel 41"w x 30"d (1 Person) sit-down w/ power & data management	1	40	40
Waste Basket 13"w x 15"d x 15"h	1	0	0



Appendix G

Flexibility

Flexibility for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

This space may need to be expanded in the future as the collections grow. To that end, flexibility should be a goal, and a potential expansion plan would be wise. Future media types and shelving to accommodate them must also be incorporated into the expansion plan.

BROWSING

New Book Display

This space may need to be expanded in the future, but it would not be a large increase in space. Flexibility should be a goal.

CHILDREN'S LIBRARY

Children's Collection & Seating

This space may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Juvenile Collection & Seating

This space may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, while a potential expansion plan would be wise.

CIRCULATION SERVICES

Book Return Room

It is unlikely that the function of this space will change or that the room will need to be expanded.

Branch Manager's Office

It is unlikely that the function of this space will change or that the room will need to be expanded. However, sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future.

Branch Manager's desk to have a return for placing the computer.

Circulation Desk

The space is frequently remodeled and expanded when the library expands. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future.

One printer on printer stand must be away from Circulation Desk and closer to center of library and/or collections.



Division Name

Space Name

Description/Detail Data

Copy Bay

Sufficient flexibility should exist (prefer no load-bearing walls, HVAC independent of room walls) to allow the Circulation Desk to expand into this space if required in the future or to add an additional copy machine.

Self-Check Out Cluster

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more Self-Check Out stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan should be wise.

Self-Service Reserved Book Collection

The Self-Service Reserved Book space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more shelving placed in the space. To that end, flexibility should be a goal, and a potential expansion plan should be wise.

COMMUNITY ROOM

AV, Chair & Table Storage Room

It is not anticipated that this room will change function or need to be expanded.

Community Room w/Kitchenette

This space may need to expand or change function in the future. Internal flexibility, however, is required since this room will see many varied uses over the life of the building.

Provide wall space, backer board, and recessed outlet high in wall for TV monitor flat screen if needed.

Conference Room (Upstairs)

It is not anticipated that this room would change purpose or require expansion. In the future, additional conference space and/or offices may be placed in the upstairs space.

Public Rest Room (Upstairs)

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless accessibility requirements change.

FICTION COLLECTION

Fiction Collection & Seating

This area may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

It is not anticipated that this area would change purpose or require expansion.

Mechanical Equipment Room

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic equipment in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.



Division Name

Space Name

Description/Detail Data

Telecommunications Closet

It is not anticipated that this area will change purpose or require expansion unless additional computers are incorporated into the building.

HOMEWORK CENTER

Homework Collection & Seating

This space may need to be expanded or future study rooms added in the future as it grows. It is possible that the rooms may not serve their intended purpose or other space needs may become more critical, so design should allow for flexibility. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Study/Tutoring Room

This room will not be expanded although additional study rooms might be added. It is possible that the room may not serve its original purpose or other space needs may become more critical, so design should allow for flexibility.

LIBRARY ENTRANCE

Museum Exhibits

It is unlikely that this space will need to be expanded the future, but the possibility should be kept open and flexibility should be a goal.

Add additional exhibit cases if budget and room allows.

Public Entrance & Lobby

This space will probably not need to be expanded in the future, but it should be reasonably flexible since it will also serve as a display area for exhibits. This area will also provide space for occasional large receptions.

If budget allows and there is room, an additional case, in-wall display and/or exhibit cases may be placed in this area.

Backer board must be in place for donation plaques, etc.

Public Rest Rooms

Rather than expand the existing rest rooms, additional rest rooms would be added as necessary. This space requires minimal or no flexibility unless accessibility requirements change.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

This area will need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

This space may need to be expanded, reduced or converted to PC usage. There is a higher probability of change in this area than in many others, so flexibility is an absolute requirement.



Division Name

Space Name

Description/Detail Data

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

The space should be designed with no walls or fixed equipment. It is very likely that this area will need to be expanded in the future, and more OPAC stations placed in the space. To that end, flexibility should be a goal, and a potential expansion plan would be wise.

Reference Collection & Seating

It is not likely that this area will need to expand, but some space may need to be converted to accommodate more electronic workstations in the future. To that end, flexibility should be a goal, and a potential conversion plan would be wise.

Reference Desk

This area may need to be expanded, or a different function placed here if it moves. To that end, flexibility should be a goal, and a potential expansion plan would be wise. This would include, for example, installation of floor covering under any service desk, built-in cabinetry or casework.

STAFF SERVICES

Staff Entrance & Lobby

There will always need to be a separate staff entrance. It is not anticipated that this area would expand or change purpose.

Staff Lounge w/Kitchenette

It is not anticipated that this area would expand or change purpose.

Staff Rest Room

This space requires minimal or no flexibility unless accessibility requirements change.

Staff Services Workroom

Since staff work areas are frequently remodeled and expanded, the workstations should be modular and flexible. Sufficient flexibility should be provided to allow for remodeling or expansion if it becomes necessary in the future. This would include, for example, laying carpet or whatever floor covering is being used, under any service desk, built-in cabinetry or casework.

One or two double-faced 90" shelving may replace single-faced units. Work table should be on wheels and may have cabinets or drawers underneath.

Staff Storage/Supply Closet

It is not anticipated that this area would expand or change purpose.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

This space may need to be expanded in the future as the collection grows. To that end, flexibility should be a goal, and a potential expansion plan would be wise.



Appendix H

Fenestration

Fenestration for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

Natural light is not desirable in this space and east and west facing windows must be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens. Window location, interior or exterior, must not affect layout and use of shelving, furniture, and equipment.

BROWSING

New Book Display

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens.

CHILDREN'S LIBRARY

Children's Collection & Seating

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens. Interior windows may separate the area but should be either ceiling to floor or higher wall type.

Juvenile Collection & Seating

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens.

CIRCULATION SERVICES

Book Return Room

No windows required.

Branch Manager's Office

Interior windows, which allow supervision of the Circulation Desk and Staff Workroom, are required. Interior windows require shades, etched glass, or roller blinds so the public cannot see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control devices if needed. Staff areas must have operable, lockable windows and screens.



Division Name

Space Name

Description/Detail Data

Circulation Desk

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Copy Bay

Windows which allow the staff to supervise this area if space to be in the future semi-enclosed, are essential.

Self-Check Out Cluster

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices.

Natural light is not desirable due to potential glare on the units. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Self-Service Reserved Book Collection

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens.

COMMUNITY ROOM

AV, Chair & Table Storage Room

No windows required.

Community Room w/Kitchenette

Windows would enhance the room and natural light is required. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations. No exterior windows are required, but may be desired in the kitchenette.

Conference Room (Upstairs)

Windows should enhance the room.. Any windows in the room must be able to be completely blacked out through the use of room darkening or blackout shades to ensure high quality multimedia presentations. Windows must be capable of opening and have screens.

Public Rest Room (Upstairs)

No windows.

FICTION COLLECTION

Fiction Collection & Seating

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens.



Division Name

Space Name

Description/Detail Data

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

No windows required.

Mechanical Equipment Room

No windows required.

Telecommunications Closet

No windows required.

HOMEWORK CENTER

Homework Collection & Seating

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

Any operable windows in public areas will require lockable windows and screens.

Computer screens and workstations should be placed at right angles to any windows in the Library that may cause glare.

Study/Tutoring Room

Although natural light is desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices.

LIBRARY ENTRANCE

Museum Exhibits

Natural light must be controlled in this area, and east and west facing windows are to be completely avoided. Any exterior windows require roller shades or other light control devices to block sources of UV light.

Public Entrance & Lobby

Glass is required in the front doors and inside windows to provide a view to the outside and a view into the library. Skylights or clerestories for additional natural light are recommended.

Natural light must be controlled in this area, and east and west facing windows are to be completely avoided. Any exterior windows require roller shades or other light control devices to block sources of UV light.

Public Rest Rooms

No windows.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable windows and screens..



Division Name

Space Name

Description/Detail Data

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

Natural light is not desirable due to potential glare. Computer screens and workstations should be placed at right angles to any windows, and roller shades or other light control devices may be required.

Reference Collection & Seating

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens and windows.

Reference Desk

Although natural light is not required, it is highly desirable in this space. East and west facing windows are to be avoided and no glare is to be permitted on computer screens. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens and windows.

STAFF SERVICES

Staff Entrance & Lobby

There should be a small view window in the door so that staff can look outside prior to leaving.

Staff Lounge w/Kitchenette

Exterior windows are required, and a pleasant view highly desirable. Exterior windows in staff areas should be provided with roller shades or other light control devices. Staff areas may have operable, lockable windows and screens.

Staff Rest Room

No windows required.

Staff Services Workroom

Interior windows, which allow supervision of the Combination Desk, are required. Interior windows require shades, etched glass, or roller blinds so the public can not see into this room. Natural light is desirable as long as it does not create glare on computer screens. Exterior windows in staff areas should be provided with roller shades or other light control device if needed. Staff areas may have operable windows with lockable windows and screens.

Staff Storage/Supply Closet

No windows required.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

Although natural light is highly desirable in this space, east and west facing windows are to be avoided. Exterior windows may require roller shades or other light control devices. Any operable windows in public areas will require lockable screens and windows. This area may have interior windows.



Appendix I

Finishes

Finishes for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

BROWSING

New Book Display

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

CHILDREN'S LIBRARY



Division Name

Space Name

Description/Detail Data

Children's Collection & Seating

This space should be colorful and playful and should be designed around a theme that is appealing to young children. Add architectural details, furniture, equipment, colors, and graphics to enhance idea of children's area. The floor finishes must be stain resistant, dirt repellant, durable, colorful, child-resistant and as maintenance free as possible. Wall finishes should be mark resistant, durable and easy to clean. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. To reduce the possibility of injury to children, there should be no sharp edges or corners. Walls and columns require corner guards. Murals or other child appropriate banners, illustrations, etc. may be incorporated.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable panels for sound absorption and hanging items;

Vinyl or

carpet cove base; Hanging track; glass interior windows

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted)

Juvenile Collection & Seating

This space should be designed to appeal to older children who are too old for the Children's Library, but not quite yet ready for the Young Adult Collection. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Finishes must be friendly and warm with colorful plastics and laminates preferred to stone or tile. Murals or other juvenile appropriate banners, illustrations, etc., may be incorporated.

CEILING:

Acoustical tile

WALLS:

Vinyl or Fabric with tackable acoustical panels for sound absorption and hanging items;

Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Tile or vinyl around any water fountains



Division Name

Space Name

Description/Detail Data

CIRCULATION SERVICES

Book Return Room

The floor finishes must be durable, non-slip and as maintenance free as possible. Corner guards are required.

CEILING:

Acoustical

WALLS:

Paint

FLOOR:

Low profile anti-static carpet; Sheet vinyl; or Vinyl tile, with no threshold between the Book Return Room and the check-in stations

Branch Manager's Office

The Branch Manager and some public will utilize this office daily. This position supervises all of the library's employees who also utilize this office frequently.

The walls and carpet will not have the heavy use of public areas, but must maintain a quality appearance after many years of normal office use.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Glass window; White board; Tackable surfaces

FLOOR:

Anti-static carpet with enhanced backing or carpet pad.

Circulation Desk

The finishes in this space will receive a great deal of wear and tear. The floor should be either a durable non-slip hard surface or a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons.

Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, Vinyl tile, Linoleum, Cork, Stone or unfinished quarry tile; Anti-fatigue mats at staff workstations



Division Name

Space Name

Description/Detail Data

Copy Bay

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

Possible 1/2 Glass wall; Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering with acoustical panels for sound absorption; Tackable surfaces

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Self-Check Out Cluster

The public will utilize this area quite literally hundreds of times each day. The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance. It will be the primary destination for many patrons, and requires careful attention to layout, clean appearance, and extremely durable materials.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering with acoustical panels for sound absorption; Corner guard for columns
Vinyl or carpet covered base

FLOOR:

Vinyl Tile; Anti-static carpet tile or heavy weight commercial anti-static carpet w/ enhanced backing (No carpet pad permitted)

Self-Service Reserved Book Collection

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)



Division Name

Space Name

Description/Detail Data

COMMUNITY ROOM

AV, Chair & Table Storage Room

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Corner guards; a place for TV monitor to hang from wall

FLOOR:

Vinyl tile

Community Room w/Kitchenette

All finishes in this space must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

The finishes in the kitchenette space should be light in color and easy to clean. Counters and work surfaces should be a high quality laminate with rounded corners and edges to prevent injuries. Textured surfaces on cabinet faces and appliances will hide dirt and fingerprints. A backsplash must be in place and preferably ceramic tile or other water-resistant material.

CEILING:

Acoustical tile

WALLS:

Vinyl wall covering or paint (Latex gloss or semi-gloss recommended)

FLOOR:

Unglazed ceramic tile, vinyl tile, linoleum, sheet vinyl, or carpet tile



Division Name

Space Name

Description/Detail Data

Conference Room (Upstairs)

All finishes in this area must be as indestructible as possible since there will be unsupervised public use. The floor finishes must be stain resistant, dirt repellant, attractive and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track; Projection screen

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Public Rest Room (Upstairs)

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip, and low maintenance. Wall finishes, fixtures, stalls, and counters should be highly durable, mark resistance, and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark group, Floor drain

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodos: Self-activated, wall hung

FICTION COLLECTION

Fiction Collection & Seating

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric wall covering; Corner guards for columns and walls; Hanging track;



Division Name

Space Name

Description/Detail Data

Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete; cement block or water resistant dry wall; ceramic tile or other water-resistant material backsplash surrounding sink from floor to ceiling (or part way to ceiling)

FLOOR:

Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Mechanical Equipment Room

Minimally finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete; cement block or water resistant dry wall

FLOOR:

Sealed concrete, or vinyl tile or sheet vinyl, with a floor drain

Telecommunications Closet

Minimal finished non-public area with durable water repellant surfaces.

CEILING:

Exposed structure or acoustical tile

WALLS:

Latex paint over sealed concrete; cement block or water resistant dry wall

FLOOR:

Sealed concrete, or vinyl tile or sheet vinyl

HOMEWORK CENTER

Homework Collection & Seating

All finishes in this space must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, child-resistant and as maintenance free as possible. Wall finishes should be attractive, durable, mark resistant, and easy to clean. Finishes may be attractive to young people.



Division Name

Space Name

Description/Detail Data

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended);

Vinyl or Fabric wall covering with tackable acoustical panels for sound absorption and hanging items; Chair rail; White board or chalkboard with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base; Hanging track

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

Study/Tutoring Room

All finishes in this room must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, attractive and low maintenance. Wall finishes should be attractive durable, mark resistant and easy to clean.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl with tackable acoustical panels for sound absorption; Chair rail; White board or chalkboard

with frame, tackable and hanging strip, and marker tray; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted)

LIBRARY ENTRANCE

Museum Exhibits

This space should be formal, quiet, and well-appointed in order to reflect the appreciation and reverence for history that the Museum/Exhibit space represents. The space finishes will have the heavy use of a public area, but must maintain a timeless appearance after many years of use.

CEILING:

Plaster Acoustical tile

WALLS:

Highly durable and flame retardant; Paint (Latex semi- gloss recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; Etched, silk-screened, or fitted glass to library or exterior; Hanging track; Tackable surfaces.

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or equal; Wood, Anti-static carpet tile, or carpet with enhanced backing (No carpet pad permitted.)



Division Name

Space Name

Description/Detail Data

Public Entrance & Lobby

Since this is the main entrance of the library and the first space that the public will see, it must be visually interesting, visually organized, and businesslike. The floor finishes must be stain resistant, dirt repellant, durable, non-slip, and low maintenance. The floor material should be slip-resistant but relatively smooth since a highly textured floor, such as slate, will make mobility aids, such as walkers, and book and mail delivery carts, extremely difficult and noisy to push across the floor. Wall finishes should be mark resistant, highly durable and easy to clean.

CEILING:

Plaster or acoustical tile

WALLS:

Highly durable and flame retardant; Paint (Latex semi-gloss recommended); Sisal or vinyl wall covering; Marble or granite wainscoting; Etched, silk-screened, or fritted glass to library or exterior; Hanging track; Tackable surfaces

FLOOR:

Terrazzo tile, unfinished quarry tile with non-slip matte finish or equal; Walk-off mats; Grating system

This area should be formal, quiet and well-appointed in order to reflect the appreciation and reverence for history that the Museum/Exhibit space represents. The space finishes will have the heavy use of a public area, but must maintain a timeless appearance after many years of use. See also Public Entrance & Lobby.

CEILING:

Acoustical tile

WALLS:

Glass interior window; Paint (Latex semi-gloss recommended)

FLOOR:

Wood, Anti-static carpet tile, or carpet with enhanced backing
(No carpet pad permitted)

Public Rest Rooms

This area must be as resistant to vandalism as possible. Floor finishes must be durable, non-slip and low maintenance. Wall finishes, fixtures, stalls and counters should be highly durable, mark resistant and easy to clean.

CEILING:

Water resistant gypsum board with epoxy paint

WALLS:

Glazed ceramic tile with dark grout

FLOOR:

Unglazed ceramic tile with dark grout; Floor drains



Division Name

Space Name

Description/Detail Data

STALLS:

Wall mounted high-density solid plastic or stainless steel

FIXTURES:

Sinks: Self-activated

Commodos: Self-activated, wall hung

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The floor finishes must be stain resistant, dirt repellant, durable, attractive, and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable, and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric wall covering; Corner guards for columns and walls; Hanging track;
Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted)

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

The floor finishes must be stain resistant, dirt repellant, durable, attractive and low maintenance since they will receive very heavy traffic. Wall finishes should be mark resistant, attractive durable, and easily cleaned.

CEILING:

Acoustical tile



Division Name

Space Name

Description/Detail Data

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile, vinyl tile, linoleum, cork, stone or unfinished quarry tile; anti-fatigue mats at staff workstations.

Reference Collection & Seating

The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or Fabric Wall covering; Corner guards for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet with enhanced backing (No carpet pad permitted); Vinyl or tile floor around any water fountains

Reference Desk

The finishes in this area present a special problem because they will receive a great deal of wear and tear. The floor should be a high quality anti-static carpet tile that can be replaced as needed. Any wall or casework surfaces should be highly resistant to marking and easily cleaned. All work counters should be attractive, with non-glare surfaces and rounded edges to reduce the possibility of injury to staff and patrons. Walls and columns require corner guards. The patron side of the desk should be mark resistant and incorporate a toe reveal to preserve the front of the desk.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl, Sisal or Fabric wall covering

FLOOR:

Anti-static carpet tile

STAFF SERVICES

Staff Entrance & Lobby

Utilitarian, clean, and bright.

CEILING:

Acoustical tile

Walls:

Paint (Latex semi-gloss); Tackable surface



Division Name

Space Name

Description/Detail Data

FLOOR:

Vinyl tile or carpet tile; Foot cleaning mat

Staff Lounge w/Kitchenette

In keeping with the room's purpose, finishes should be soothing and informal. This area will not have the heavy use of the public areas.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Vinyl or carpet cove base;
Tackable surface

FLOOR:

Anti-static carpet tile or anti-static carpet with enhanced backing
(No carpet pad permitted); Vinyl tile in front of the kitchen unit

Staff Rest Room

Finishes must be durable, non-slip and low maintenance.

CEILING:

Water resistant gypsum board with chemical resistant latex paint

WALLS:

Glazed ceramic tile or partial tile and water resistant wall board

FLOOR:

Unglazed ceramic tile with dark grout; Floor drain

FIXTURES:

Sinks: Self-activated

Commodes: Self-activated, wall hung

Staff Services Workroom

The floor finishes must be stain repellant, dirt resistant, easy to clean and low maintenance since there will be occasional spills of book processing and children's craft preparation materials. The finishes in the workroom should be comfortable and durable since this area will get heavy use.

CEILING:

Acoustical tile

WALLS:

Glass window; Paint (Latex semi-gloss recommended); Vinyl wall covering; Corner guards; White boards; Tackable surfaces

FLOOR:

Anti-static carpet tile or heavy weight commercial carpet with enhanced backing (No carpet pad permitted); Vinyl tile at sink and work counter; Vinyl or carpet cove base



Division Name

Space Name

Description/Detail Data

Staff Storage/Supply Closet

Minimal finishes as this is not a public area and will only be used by staff.

CEILING:

Exposed structure or Acoustical tile

WALLS:

Concrete; Glazed and textured CMU; or Dry wall

FLOOR:

Sealed concrete; Vinyl tile; Carpet

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

All finishes in this area must be as indestructible as possible. The floor finishes must be stain resistant, dirt repellant, durable, attractive and as maintenance free as possible since they will get very heavy traffic. Wall finishes should be mark resistant, attractive, durable and easy to clean. Since a special effort is being made to serve young adults in this area, the interior design should include graphics, banners, and posters that appeal to teens.

CEILING:

Acoustical tile

WALLS:

Paint (Latex semi-gloss recommended); Sisal, Vinyl, or
Fabric Wall covering with tackable acoustical panels; Corner guards
for columns and walls; Hanging track; Vinyl or carpet cove base

FLOOR:

Anti-static carpet tile or heavy weight commercial anti-static carpet
with enhanced backing (No carpet pad permitted); Vinyl or tile floor
around any water fountains



Appendix J

Access

Access for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

The space must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor. All wall units, single faced, may be up to 90" high depending on ceiling height.

Unless equivalent audio-visual stations are readily accessible, a minimum of 5%, but no less than one, of all stations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.



BROWSING

Division Name

Space Name

Description/Detail Data

New Book Display

The space will be accessible by means of a 36" aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

CHILDREN'S LIBRARY

Children's Collection & Seating

The Children's Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which



Division Name

Space Name

Description/Detail Data

serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

A minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

This area should be spatially but not physically separated from the rest of the library. Possible glass interior walls without shelving. Adults should find this area accessible and easy to use. Possibly its own entrance door to adjacent Public Meeting Room.

All shelving in this space is to be divider-type shelving.

Juvenile Collection & Seating

The space must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. This area should be spatially but not physically separated from the rest of the library achieved through furniture layout.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.



Division Name

Space Name

Description/Detail Data

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

The space should be spatially but not physically separated.

CIRCULATION SERVICES

Book Return Room

Access to the drop slot must meet accessibility requirements for a front or side reach, recommended at not higher than 48" above finished floor. Signage will meet requirements as outlined in the Signage Space Detail. A wall book return with a face plate and chute must be included in the building contract and must fit book bin. Enough additional space must be included in order to take-out and replace book bin.

Branch Manager's Office

The Branch Manager's Office will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed _" in height.

Signage will meet requirements as outlined in the Signage Space Detail.



Division Name

Space Name

Description/Detail Data

Circulation Desk

The space will be accessible by means of a 36" minimum aisle. The desk will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance at checkout counters. If a self checkout system is provided, at least one must be accessible with a counter no higher than 28" to 34" high and a knee clearance of at least 19" of clear space.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements as outlined in the Signage Space Detail.

Copy Bay

The space will be accessible by means of a 36" minimum aisle with a minimum clearance of 32". The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Signage will meet requirements as outlined in the Signage Space Detail. Self-check units to be placed in scatter patterns near Circulation Desk and Library Entrance and Lobby.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters, or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the area can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage requirements to be met.

Self-Check Out Cluster

The space will be accessible by means of a 36" minimum aisle with a minimum clearance of 32". The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Signage will meet requirements as outlined in the Signage Space Detail. Self-check units to be placed in scatter patterns near Circulation Desk and Library Entrance and Lobby.



Division Name

Space Name

Description/Detail Data

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters, or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the area can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Self-Service Reserved Book Collection

The space must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is restricted and limited to 45" - 66" above the finished floor. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.



Division Name

Space Name

Description/Detail Data

COMMUNITY ROOM

AV, Chair & Table Storage Room

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed _" in height. Signage will meet requirements as outlined in the Signage Space Detail.

This should be only one room.

Community Room w/Kitchenette

The space must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed _" in height.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

The Kitchenette must be accessible by means of a 36" minimum aisle and a 36" wide door with a minimum clearance of 32". However, a sliding or folding door is recommended. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed _" in height.



Division Name

Space Name

Description/Detail Data

The sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Conference Room (Upstairs)

The Conference Room will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60", wide then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed _" in height.

Portable assistive listening technology may be substituted for the required permanently installed technology in rooms that do not have fixed seating, or which seat less than 50 and do not have a sound amplification system. The system may be used to serve more than one room. Electrical outlets must be provided to support any portable assistive listening technology.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail. Signage will also be provided to notify patrons of the availability of a listening system.

Public Rest Room (Upstairs)

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.



Division Name

Space Name

Description/Detail Data

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed _" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

FICTION COLLECTION

Fiction Collection & Seating

The space must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Division Name

Space Name

Description/Detail Data

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor. Up to 90" high single-faced shelving may be placed on unobstructed walls.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed _" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.



Division Name

Space Name

Description/Detail Data

If use of the sink is essential to an employee's job, (e.g., cleaning tasks), then an accessible wheelchair space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Mechanical Equipment Room

Equipment must be accessible by a 36" aisle. The space requires a 36" wide door or more with a minimum clearance of 32". Doors to a equipment room require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Telecommunications Closet

A telecommunications closet requires a 36" wide door with a minimum clearance of 32".

Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

HOMEWORK CENTER

Homework Collection & Seating

The space will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door, if designated, with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed _" in height.

Unless equivalent seating or technology workstations are readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters, carrels or technology workstations will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.



Division Name

Space Name

Description/Detail Data

If network access is available at the study stations for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'. Signage will meet requirements outlined in the Signage Space Detail.

Study/Tutoring Room

The room must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height.

Unless equivalent study space is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

LIBRARY ENTRANCE

Museum Exhibits

The Museum/Exhibit space must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.



Division Name

Space Name

Description/Detail Data

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Public Entrance & Lobby

The Public Entrance and Lobby will be accessible by means of a 36" minimum aisle and at least one 36" wide door, which has a minimum clearance of 32". Revolving doors cannot be the only entrance to the facility. Doors in a series (to provide a weather lock) require a clear separation of no less than 48". Exterior doors can require no more than 8 _ pounds of pressure to operate. Automatic or power-assist option doors are recommended for the primary entrance.

Doormats must be securely attached and have a pile of no more than _". Exposed edges of doormats must be fastened to the floor surface.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finish floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Pay telephones must comply with forward (maximum of 48" above finished floor) and side reach (maximum of 54" above finished floor) requirements and at least one (and at least one-half of the total number) must be an accessible telephone. If four or more phones are available for public use, either inside or outside of the facility, and at least one is inside the facility, then at least one must provide text display capability. If telephone books are made available to the public, then they must also comply with forward and side reach requirements. If telephones are located in sound enclosures then they must have a minimum 30" clearance at the entrance.

Signage will meet requirements as outlined in the Signage Space Detail and include identification of the location of accessible entrances with universal symbols and accessible public telephones with universal symbols.

The Museum/Exhibit space must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

If network access is available to the public for portable computers or other electronic equipment, such as visual museum exhibits, etc., then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.



Division Name

Space Name

Description/Detail Data

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Public Rest Rooms

Accessible sanitary facilities must be provided. If separate public rest rooms are provided for each gender, then separate accessible facilities must also be provided for each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height.

In a multiple accommodation toilet room, at least one accessible compartment will be provided. Accessible individual compartment doors will be equipped with an automatic closing device and will provide a clear opening of 32" if located at the end, or 34" if located at the side of the compartment. Opening hardware for the compartment must be centered between 30" and 44" above finished floor and include a loop or u-shaped handle below the latch. The compartment must be a minimum of 60" wide with 18" between the center of the water closet and one sidewall and 42" from the centerline to the opposite wall.

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet all accessibility requirements as outlined in the Signage Space Detail.



Division Name

Space Name

Description/Detail Data

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The Non-Fiction Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one table, counter or carrel will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.



Division Name

Space Name

Description/Detail Data

Current periodicals must be accessible with a maximum side reach of 54" above the finished floor (48" preferred), and a front reach of no more than 48" above the finished floor. Shelving units should be no higher than 66" inches, or three sloped display shelves, high. Range and side aisles in magazine display areas must be a minimum of 44" wide.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

The space will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Unless equivalent public terminals are readily accessible, a minimum of 5%, but no less than one, OPAC station will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.



Division Name

Space Name

Description/Detail Data

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.

Reference Collection & Seating

The Reference Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1' per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Side aisles, which run parallel to stack sections, can be no longer than 20 to 21 feet (6 to 7 stack sections) without a cross aisle (range aisle) provided to break up the side aisles. Both side and range aisles are required to be 36" wide. Main aisles are principle access routes which run perpendicular to side aisles and must be a minimum of 44" wide. End aisles, which serve a single-faced section of stacks and run perpendicular to side aisles, must be a minimum of 36" wide with 44" required if side aisles are only 36" wide. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet requirements as outlined in the Signage Space Detail.

Shelving may have some retractable reference shelves.

Reference Desk

The Reference Desk will be accessible by means of a 36" minimum aisle. It will contain no less than one accessible transaction counter located at a section of the counter that is no more than 28" to 34" high for a continuous length of 36". There is no requirement for knee clearance on the patron side of the reference counter. Signage



will meet all accessibility requirements as outlined in the Signage Space Detail.

STAFF SERVICES

Staff Entrance & Lobby

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet requirements as outlined in the Signage Space Detail.

Staff Lounge w/Kitchenette

The space will be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed _" in height.

The sink faucets must meet be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

It is recommended, but not required, that a minimum of 30" of counter next to the sink be no higher than 34" and that the sink area should be no higher than 34" above the finished floor. Additionally a clear 19" depth for knee clearance, no sharp objects under the sink, and properly insulated hot water pipes and drains are strongly recommended. It is also recommended that if fixed storage cabinets, drawers, or lockers are provided, that at least one of each type comply.

Signage will meet requirements as outlined in the Signage Space Detail.

Staff Rest Room

Accessible sanitary facilities must be provided for staff. If separate staff rest rooms are provided for each gender, then separate and accessible facilities must also be provided for staff of each gender. If unisex facilities are provided, at least one accessible unisex facility will also be provided within close proximity to the non-accessible facility.

The rest rooms will be accessible by means of a 36" minimum aisle. Greater distances to an exit, cross aisle, or foyer increase the accessible aisle requirement in increments of 1 _" per 5' in length. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide. A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed _" in height.



Division Name

Space Name

Description/Detail Data

The top of the toilet seat must be 17" to 19" above finished floor. The toilet paper dispenser must be located a minimum of 19" high, within 12" of the front edge of the toilet seat, and provide a continuous paper flow. Side (minimum 42" long) and rear (minimum 36" long) grab bars, which will support at least 250 pounds, are mounted at 33" above the floor.

The lavatory sink height should not exceed 34" and a knee clearance of 29" will be provided. Paper towel dispensers and automatic hand dryers must meet forward and side reach requirements. The sink faucets must be the lever type, electronically activated, or approved self-closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

Audible and visual emergency warning alarms are required. Signage will meet requirements as outlined in the Signage Space Detail.

Staff Services Workroom

The Staff Workroom must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1 _" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'. Corridors which serve an occupancy load of 10 or more must be a minimum of 44" wide.

A 36" wide door with a minimum clearance of 32" is required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above the finished floor. Thresholds cannot exceed _" in height.

If a sink is provided, the sink faucets must be the lever type, electronically activated, or approved self closing valves with a minimum 10 second flow. Faucets must be operable with a single hand and not require any twisting of the wrist, pinching, or tight grasping. A maximum of 5 pounds of force can be required to operate the faucets.

If the use of a sink is essential to an employee's job, then an accessible space under the sink must be provided including a minimum of 30" x 48" of clear space in front of the sink that allows forward approach. The counter next to the sink can be no higher than 34" and the sink area can be no higher than 34" above the finished floor with a clear 19" depth for knee clearance. There can be no obstructions, cabinets, or sharp objects under the sink; and the hot water pipes and drains must be properly insulated. If fixed storage cabinets, drawers, or lockers are provided, at least one of each type must comply.

Signage will meet requirements as outlined in the Signage Space Detail.



Division Name

Space Name

Description/Detail Data

Staff Storage/Supply Closet

Storage and supply rooms must be accessible by a 36" aisle. A storage room requires a 36" wide door with a minimum clearance of 32". Doors to a supply room can be 20" wide if full access to the room is not required. Interior doors can require no more than 5 pounds of pressure to operate with hardware mounted no higher than 48" above finished floor. Thresholds cannot exceed 1/2" in height. Signage will meet all requirements as outlined in the Signage Space Detail.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

The Young Adult Collection and Seating Area must be accessible by means of a 36" minimum aisle. The accessible aisle requirement is increased in increments of 1/2" per 5' in distance to the nearest exit, cross aisle, or foyer. If an accessible aisle is less than 60" wide, then turning and passing spaces of 60" by 60" must be located at any obstruction and at reasonable intervals not exceeding 200'.

Aisles in stack areas must comply with accessibility requirements. Shelving height is unrestricted unless an attendant will not be available, then it is limited to 54" above the finished floor.

Unless equivalent seating is readily accessible, a minimum of 5%, but no less than one, of all fixed or built-in seating, tables, counters or carrels will meet accessibility requirements. A minimum of 30" wide x 48" deep clear floor space will be provided with at least one unobstructed side of the floor space adjoining either an accessible route or another clear floor space. The knee space must be at least 27" high, 30" wide, and 19" deep. The top of the table, carrel, or counter shall be from 28" to 34" above the finished floor.

If network access is available to the public for portable computers or other electronic equipment, then access to data jacks and power receptacles must meet the criteria outlined in the Telecommunications Space Detail.

Audible and visual emergency warning alarms are required. No location in the room can be more than 50' from a visual signal unless there are no obstructions higher than 6' above the finished floor, in which case, devices may be placed around the perimeter spaced to a maximum of 100'.

Signage will meet all accessibility requirements as outlined in the Signage Space Detail.



Appendix K

Acoustics

Acoustics for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

This space will be noisy because of its heavy use and its proximity to the Circulation Desk, Public Entrance and Lobby, and the New Book Display Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep noise generated in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for undisturbed browsing.

BROWSING

New Book Display

This space will be fairly noisy because of its heavy use and its proximity to the Circulation Desk and AV Collection and Seating Area. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to keep the noise in this space from spreading throughout the library. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing.

CHILDREN'S LIBRARY

Children's Collection & Seating

This may be a highly noisy area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks.

Juvenile Collection & Seating

This may be a noisy space. Adequate sound control must be provided through the use of acoustic ceiling, floor, and wall treatment, and the location of the stacks.

CIRCULATION SERVICES

Book Return Room

Since the access area outside this space will be quite noisy because of patrons walking and talking, every effort should be made to absorb sound generated at this location and to keep it from spreading into the library. The walls of the space need to be well insulated since the sound of books and AV materials falling through the drop slot into the bins will be very distracting to nearby patrons and staff.

Branch Manager's Office

This office requires a high level of acoustical isolation for staff supervision, private conversations, or potential confrontations with irate patrons. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed. A sound masking system may be necessary to achieve full speech privacy level.



Division Name

Space Name

Description/Detail Data

Circulation Desk

Since this space will be quite noisy because of patrons walking and talking, everything possible should be done to keep the noise generated in this area from spreading throughout the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

Copy Bay

This is a very noisy space because of the high use, the copy machines, and conversations between patrons and staff. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. In addition to acoustical treatment of floors and ceilings, acoustical panels in the walls to help absorb noise should be considered.

Self-Check Out Cluster

This is a very noisy space because of its heavy use and its proximity to the Circulation Desk and Public Entrance and Lobby. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment. A white noise or sound masking system may be required to provide an appropriate environment for reading or undisturbed browsing in neighboring areas.

Self-Service Reserved Book Collection

While this space will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

COMMUNITY ROOM

AV, Chair & Table Storage Room

This may tend to be a noisy space when tables and chairs are being removed for use in the Meeting Room. The sound generated here must be dampened and not permitted to disturb any nearby library spaces.

Community Room w/Kitchenette

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A "white noise" or sound masking system may be required to provide an appropriate environment for performances and presentations.

The kitchenette is a somewhat noisy area, because of occasional conversations between staff. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment to keep the sound generated here from disturbing programs and meetings in the Meeting Room area.



Division Name

Space Name

Description/Detail Data

Conference Room (Upstairs)

Moderate to high acoustical isolation is required in this room. The room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.

Ceiling tile must have a high sound isolation rating, and other sources of sound penetration, including recessed electrical boxes, doors, window mullions and thickness of glass, and ceiling system must be addressed. A white noise or sound masking system maybe required to provide an appropriate environment for meetings, conferences, and small programs.

Public Rest Room (Upstairs)

All reasonable acoustic dampening is appropriate for the rest room. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

FICTION COLLECTION

Fiction Collection & Seating

While this space will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the Circulation/Reference Desk, the Browsing Area and the AV Collection and Seating Area. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

This will tend to be a very noisy space. The sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

Mechanical Equipment Room

Any sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

Telecommunications Closet

Any sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from areas requiring quiet.

HOMEWORK CENTER

Homework Collection & Seating

Moderate to high acoustical isolation is required to ensure quiet study in this space and to contain any noise generated in the room by group study, multimedia presentation, computer work, or homework assistance. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

Study/Tutoring Room

Moderate to high acoustical isolation is required to ensure quiet study in this room, and to contain any noise generated by group study, tutoring, or multimedia presentation. The room's room's surfaces should be absorptive and include carpet, acoustical wall panels, and acoustical ceiling tiles.



Division Name

Space Name

Description/Detail Data

LIBRARY ENTRANCE

Museum Exhibits

This space will be part of the Public Entrance & Lobby must be kept slightly quieter. Patrons researching local history will want to stop and browse the exhibits. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise which enters this space.

Public Entrance & Lobby

Since this space will be quite noisy because of patrons walking and talking, it should be acoustically buffered from the library. This space should act like a sound vestibule between the main entrance and the library proper.

This museum space will be part of the Public Entrance and Lobby but must be kept slightly quieter. Patrons researching local history will want to stop and browse the exhibits. Surfaces should be absorptive and include carpet, acoustical wall treatment, and acoustical ceiling tiles to lessen the external noise which enters this room.

Public Rest Rooms

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

While this area will be relatively busy with patrons coming and going, it should provide some refuge from the hustle and bustle of the rest of the library. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or browsing.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

This space will be moderately noisy and frequently used by both adult patrons looking for quiet space to read and young adults and students in search of school report materials. Both patrons and librarians will be grateful for any reduction in noise provided by acoustical finishes and design. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed browsing.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

This will be a relatively noisy area since many people will be walking by and others will be talking with one another and the librarians while using the OPACs. Standard acoustical dampening strategies must be utilized to minimize the noise in this area.



Division Name

Space Name

Description/Detail Data

Reference Collection & Seating

This should be a relatively quiet area since many people will be here to do serious research and study. Adequate sound control must be provided through the use of acoustic ceilings and floors, wall treatment, and the location of the stacks. Bookstacks should be located as a buffer to the reader seating in this area so that patrons can escape for quiet reading, study or undisturbed thought. A white noise or sound masking system may be required to provide an appropriate environment for reading, study, or undisturbed research.

Reference Desk

This area requires a moderate to high level of acoustical isolation to keep conversations between patrons and staff from spreading throughout the Reference Collection and to other parts of the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.

STAFF SERVICES

Staff Entrance & Lobby

This space can become somewhat noisy on occasion with staff talking with one another.

Adequate sound isolation must be provided through the use of acoustic ceilings, floors, and wall treatment. The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting, collection and reader seat areas, and other areas requiring quiet.

Staff Lounge w/Kitchenette

The space can become somewhat noisy during break and meal times. Good acoustical control is important in order to keep the noise from carrying into public areas and vice versa. Standard acoustical dampening strategies must be utilized. Adequate sound isolation must be provided through the use of acoustic ceilings, floors and wall treatment.

The primary strategy for noise control will be to locate this space away from offices, workrooms, meeting and conference rooms, collection and reader seat areas, and other areas requiring quiet.

Staff Rest Room

All reasonable acoustic dampening is appropriate for the rest rooms. Automatic hand dryers must be adequately sound-dampened from adjacent spaces.

Staff Services Workroom

The sound generated in this space (primarily staff conversations and the sound of books being put on book trucks, etc.) needs to be absorbed and kept from filtering out to the Circulation Desk and the rest of the library. To achieve speech privacy, a slab-to-slab full height partition is required. Ceiling tile must have a high sound isolation rating, and other sources of sound penetration including recessed electrical boxes, doors, window mullions and thickness of glass, wall thickness and air space, and ceiling system must be addressed.

Staff Storage/Supply Closet

Any sound generated here must be dampened and not permitted to disturb any nearby library spaces. The primary strategy for noise control will be to locate this space away from areas requiring quiet.



Division Name

Space Name

Description/Detail Data

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

A moderate to high level of acoustical dampening is required to keep noise generated in this area from spreading through the library. Adequate sound isolation must be provided through the use of acoustic ceiling, floor and wall treatment.



Appendix L

HVAC

HVAC

for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

Temperature should be maintained between 68° and 72° with a relative humidity of 40 – 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in audio-visual areas.

BROWSING

New Book Display

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in browsing areas.

CHILDREN'S LIBRARY

Children's Collection & Seating

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Juvenile Collection & Seating

Temperature should be maintained between 68° and 72° with a relative humidity of 40 – 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

CIRCULATION SERVICES

Book Return Room

Since flammable materials are occasionally introduced into book returns, care must be taken to make certain that the smoke produced cannot enter the main HVAC system and spread throughout the library building.

Branch Manager's Office

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants.

Circulation Desk

Separate temperature control is required. Comfort level to be set at 68° to 72° during heating and 78° during cooling for energy savings. Relative humidity at 30 – 50% and ventilation at 10 to 12 cubic feet per minute. HVAC vents should be located to avoid drafts on occupants.



Division Name

Space Name

Description/Detail Data

Copy Bay

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants.

Self-Check Out Cluster

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants.

Self-Service Reserved Book Collection

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

COMMUNITY ROOM

AV, Chair & Table Storage Room

If AV equipment is housed and operated here, heat must not be allowed to build up.

Community Room w/Kitchenette

The HVAC system for this room will be part of the system that serves the Public Meeting Rooms Division which may be open when other parts of the library are closed, and should operate independently to save energy costs.

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Space requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Meeting Room.

Ventilation in the kitchenette must keep cooking odors from spreading through the library. Commercial fume hood may be required if cooktop is included in the Kitchenette.

Conference Room (Upstairs)

The HVAC system for this room will be a separate system with its own lockbox for controls. This space which may be open when other parts of the library are closed, should operate independently to save energy costs.

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for comfort and for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Area requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in the Conference Room.



Division Name

Space Name

Description/Detail Data

Public Rest Room (Upstairs)

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

FICTION COLLECTION

Fiction Collection & Seating

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

Ventilation is crucial to limit interior pollution. All custodial closets should have negative ventilation to contain chemical fumes from spreading into the building, or, separate exhaust system to keep fumes from entering the building's return air supply system.

Mechanical Equipment Room

Temperature should be maintained between 68 and 72 degrees when heating and 72 to 78 degrees when cooling with a relative humidity of 35 to 60% for equipment heat and energy savings. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment.

Ventilation is crucial to limit heat and dust build-up. All should have negative ventilation to contain heat from spreading into the building, or separate exhaust system to keep heat from entering the building's return air supply system. Area may require individual thermostat with lockable cover. Duct work should be baffled to prevent unacceptable noise levels in the Workroom.

Telecommunications Closet

Temperature should be maintained between 68 degrees and 72 degrees when heating and 72 to 78 degrees when cooling, for equipment heat and energy savings. Ventilation requires a dust filtration system and must provide rapid dispersal of any heat produced by equipment.

HOMEWORK CENTER

Homework Collection & Seating

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Ductwork should be baffled to prevent unacceptable noise levels in the space.

Study/Tutoring Room

Temperature should be maintained between 68° and 72° when heating and 72° to 78° when cooling, for comfort and energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or



Division Name

Space Name

Description/Detail Data

high number of occupants. Enclosed room requires individual thermostat with lockable cover. Ductwork should be baffled to prevent unacceptable noise levels in study rooms.

LIBRARY ENTRANCE

Museum Exhibits

Temperature should be maintained constant between 65 and 70 degrees with a relative humidity of 45 - 55% for collection preservation. Ventilation will provide filtration to remove gaseous and particulate pollutants. Thermostats in public areas must have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Public Entrance & Lobby

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Air or weather lock, and/or double set of doors, may be required to maintain temperature and keep drafts from staff located near the Public Entrance.

Temperature should be maintained constant between 65 and 70 degrees with a relative humidity of 45 - 55% for collection preservation. Ventilation will provide filtration to remove gaseous and particulate pollutants. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Public Rest Rooms

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading areas.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must provide rapid dispersal of any heat produced by equipment or high number of occupants. Ductwork should be baffled to prevent unacceptable noise levels in this space.



Division Name

Space Name

Description/Detail Data

Reference Collection & Seating

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Thermostats in public areas should have lockable covers. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.

Reference Desk

Separate temperature control is required. Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 5 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on the staff workstations.

STAFF SERVICES

Staff Entrance & Lobby

Comfort level to be set at 68 to 72 degrees during heating and 72 to 78 degrees during cooling for energy savings.

Staff Lounge w/Kitchenette

Separate temperature control may be required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. Ventilation must keep cooking odors from spreading through the library. Commercial fume hood may be required if cook top is included in the Staff Lounge. HVAC vents should be located to avoid drafts on occupants.

Staff Rest Room

Temperature to be controlled at 68° and 72° when heating and 72° to 78° when cooling for energy savings. Provide an adequate supply of exhaust and intake air to promote comfort and protect health, with a minimum of 12 air exchanges per hour.

Staff Services Workroom

Separate temperature control may be required. Comfort level to be set at 68° to 72° during heating and 72° to 78° during cooling for energy savings. Relative humidity at 30 to 60% and ventilation at 10 to 12 cubic feet per minute per person with 3 to 10 air exchanges per hour. HVAC vents should be located to avoid drafts on occupants. The main thermostat control, in a lockable cover, must be in this area.

Staff Storage/Supply Closet

This space will generally be a low temperature and humidity space.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

Temperature should be maintained between 68° and 72° with a relative humidity of 40 - 60% for collection preservation and human comfort. Ductwork should be baffled to prevent unacceptable noise levels in reading rooms.



Appendix M

Illumination

Illumination

for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

Provide 30 foot candles vertically at 30" above the floor in AV display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. While it is important to highlight the AV materials on the display shelving, the lighting must not create glare on the materials.

BROWSING

New Book Display

Provide 30 foot candles vertically at 30" above the floor in book display shelving. Lighting must be evenly distributed on the display unit from one end of a range to the other and from the top to the bottom of the unit. The use of accent lighting is encouraged to help draw patrons to this area.

CHILDREN'S LIBRARY

Children's Collection & Seating

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Perpendicular lights over shelving desired but parallel (running over aisles) may be used.

Juvenile Collection & Seating

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a



Division Name

Space Name

Description/Detail Data

portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Perpendicular lights over shelving is desired but parallel (running over aisles) may be used.

CIRCULATION SERVICES

Book Return Room

The interior of the space needs approximately 30 foot candles of light primarily over the bins. However, the drop slots on the exterior should be highlighted with 50 foot candles or more to attract patrons to them. Exterior drops will need bright and vandal resistant lighting for security. Motion sensor light switches may be used in the interior.

Branch Manager's Office

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstation. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable.

Circulation Desk

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The space should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup. The master light controls for the library should be located here.

Copy Bay

Standard non-glare lighting at 30 to 40 foot candles.

Self-Check Out Cluster

Standard non-glare lighting at 30 to 40 foot candles.

Self-Service Reserved Book Collection

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

COMMUNITY ROOM

AV, Chair & Table Storage Room

Minimal lighting required (30 to 40 foot candles); enough to move tables and chairs, and operate AV equipment. Consider occupancy sensors or motion detectors for energy savings.



Division Name

Space Name

Description/Detail Data

Community Room w/Kitchenette

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings. Light controls should be located at the entrance and at any speaker or stage locations.

Overhead lighting, in the kitchenette, in combination with under cabinet task lighting and light colored finishes. Lights must be dimmable.

Conference Room (Upstairs)

Light levels of 50 foot candles at table top are preferred, but at least 30 to 40 foot candles must be maintained. Lighting must be zoned and dimmable for high quality multimedia presentation as well as potential energy savings.

Public Rest Room (Upstairs)

Bright lights to give the rest room the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

FICTION COLLECTION

Fiction Collection & Seating

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Perpendicular lighting over stacks is desired but parallel (running over aisles) may be used.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Mechanical Equipment Room

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.

Telecommunications Closet

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.



Division Name

Space Name

Description/Detail Data

HOMEWORK CENTER

Homework Collection & Seating

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable. Provide high quality, non-glare light in the seating areas for reading books and viewing computer screens.

Study/Tutoring Room

Minimum light level of 30 to 40 foot candles with 50 foot candles preferred over the table top. Lighting should be dimmable for multimedia viewing and extended computer use. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixtures with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

LIBRARY ENTRANCE

Museum Exhibits

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Space where rare materials are stored or displayed should be lighted with low UV fluorescent lamps designed to provide 2 to 5 foot candles of vertical illumination. Reading areas should be lighted at 15 foot candles supplemented by task lighting at 50 foot candles on the tables. Any fluorescent lighting must be provided with UV filtering sleeves. Tungsten lamps should be used for small or confined areas. No direct mercury or metal halide lighting is to be used near materials. Where display cases are lighted, they must be vented to prevent heat buildup. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Public Entrance & Lobby

General lighting at 15 to 20 foot candles, with specialized accent lighting at 50 foot candles at the entrance and in the lobby at any directories or display walls. Light should be provided within in-wall glass display cases.

Space where rare materials are stored or displayed should be lighted with low UV fluorescent lamps designed to provide 2 to 5 foot candles of vertical illumination. Reading areas should be lighted at 15 foot candles supplemented by task lighting at 50 foot candles on the tables. Any fluorescent lighting must be provided with UV filtering sleeves. Tungsten lamps should be used for small or confined areas. No direct mercury or metal halide lighting is to be used near materials. Where display cases are lighted, they must be vented to prevent heat buildup. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.



Division Name

Space Name

Description/Detail Data

Public Rest Rooms

Bright lights to give the rest rooms the appearance of being clean and safe. Motion detectors or occupancy sensors should be considered for energy savings.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Perpendicular lights over shelving is desired, but parallel lighting (running over aisles) may be used.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

Provide 30 foot candles vertically at 30" above the floor on the periodical shelving. Lighting must be evenly distributed from one end of a range to the other and from the top to the bottom of the shelving unit. Provide non-glare and shadowless light for an even distribution of light on magazine covers.

Provide a minimum of 30 to 40 foot candles of ambient light supplemented with possible future floor lamp or table lamp task lighting for a softer lighting quality. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Floor or table lamps may be added in the future.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

Minimum of 30 to 40 foot candles of non-glare light on the counter tops or workstations.

Reference Collection & Seating

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.



Division Name

Space Name

Description/Detail Data

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Perpendicular lights over shelving is desired but parallel (running over aisles) may be used.

Reference Desk

Minimum of 40 to 50 foot candles of ambient light with additional non-glare task lighting up to 75 foot candles over the workstations. The Reference Desk should be highlighted in order to help patrons find this service area. Signage should be illuminated for greater visibility. Lighting must not create a heat buildup.

STAFF SERVICES

Staff Entrance & Lobby

For security, high intensity exterior lighting is required to protect departing staff after library closing. There should be a bright and clear path to the staff parking area. Lighting should be on a timer.

Staff Lounge w/Kitchenette

A combination of natural, incandescent, and fluorescent lighting to provide a soft, warm ambient light. Task lighting should be provided to supplement light levels over the tables and with table lamps on the end tables. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

30-40 foot-candles (ft-c) may be used in this area.

Staff Rest Room

Warm lighting with bright lighting for mirrors. Consider occupancy sensors or motion detectors for energy savings.

Staff Services Workroom

Minimum 30 to 40 foot candles of ambient light supplemented by task lighting providing at least 50 foot candles at the workstations. Standard non-glare office lighting, such as deep-cell parabolic fluorescent fixture with semi-specular aluminum louvers, is acceptable. Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Task lights may also be used in this area.

Staff Storage/Supply Closet

Interior lighting provided by industrial strength fixtures which deliver a minimum of 30 to 40 foot candles at floor level. Consider occupancy sensors or motion detectors for energy savings.



Division Name

Space Name

Description/Detail Data

Young Adult Collection & Seating

Provide 30 foot candles vertically at 30" above the floor in the bookstacks. Lighting must be evenly distributed in the bookstack area from one end of a range to the other and from the top to the bottom of the bookstack. Provide non-glare and shadowless light within the aisles for an even distribution of light to facilitate reading book spines and books. Books housed on single-faced shelving units should be highlighted to attract patrons to these collections. Spot lights are not acceptable.

Provide a minimum of 30 to 40 foot candles of light (with 50 foot candles preferred) at table top level in the seating areas. Provide high quality, non-glare light in the seating areas for reading and viewing computer screens.

The use of non-glare accent lighting to highlight this space is encouraged to help draw young adults to this area. Consider use of neon light in this space to attract young adults.

Lighting should be zoned so that a portion of the fixtures can be turned off for energy savings when natural lighting is available or when lower levels of lighting are desirable.

Perpendicular lights over shelving is desired, but parallel (running over aisles) may be used.



Appendix N

TeleCommunications and Electrical

Telecommunications

for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

For possible future furnishings, provide one single data drop (jack) for every audio-visual future enabled carrel. Outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture.

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there is additional audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

BROWSING

New Book Display

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each of the OPAC locations.

Provide one single data drop (jack) for every network enabled carrel or reader seat. Outlets can be wall-mounted at 6" above the carrel work surface or in recessed floor boxes accommodating two, four or more drops (jacks). Alternatively the data cabling can be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

CHILDREN'S LIBRARY

Children's Collection & Seating

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture.



Division Name

Space Name

Description/Detail Data

Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor. If there are to be future audio-visual equipment, additional power receptacles will be required.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Juvenile Collection & Seating

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations. See also Circulation Desk.

CIRCULATION SERVICES

Book Return Room

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Division Name

Space Name

Description/Detail Data

An RFID pad may be mounted in the chute to automatically check in material so associated power and data connections must be made for this item.

Branch Manager's Office

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the primary workstation location, mounted on the wall 6" above the desk or 15" above the finished floor; and one standard quad communications outlet (two voice and two data) co-located with associated power on the opposite wall.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Circulation Desk

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter. Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner, security gates, OPACs, and FAX location, etc. and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

All personal computers and OPACs in spaces other than Homework Study/Tutoring must be wired to the print manager in this space.

Copy Bay

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

Self-Check Out Cluster

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at each copy machine, printer, scanner and FAX location, etc.; and one standard quad communications outlet (two voice and two data) co-located with associated power at any workstation positions mounted at 15" above the finished floor.

One single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and/or carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops



Division Name

Space Name

Description/Detail Data

(jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associate power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Self-Service Reserved Book Collection

One single data drop (jack) per reader seat, if in future placed in this area, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

COMMUNITY ROOM

AV, Chair & Table Storage Room

If AV distribution equipment is located in this room, the signal must be distributed throughout the Community Room and other specified locations in the library. One standard duplex communications outlet (one voice and one data) co-located with associated power mounted at 15" above the finished floor. An outlet for the TV projection screen must be in place.

Community Room w/Kitchenette

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power at the main presentation location (s). This can be within the lectern or instructor's station, wall-mounted, or located in a recessed floor box.



Division Name

Space Name

Description/Detail Data

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power on the wall 6" above any perimeter counter or 15" above the finished floor at locations that will support computer terminals, phones, or supplemental networked equipment. At a minimum, provide one duplex outlet every ten feet on all walls in the Meeting Room.

Optionally, the Meeting Room may be used for computer training or distance learning either at the opening of the library or in the future. For a new construction project, at a minimum, the conduit/floor box or under-floor duct system should be installed to support future communications cabling. To provide network connectivity within this room for opening day, provide one single data drop per seat. This drop can be either terminated on the wall in a standard wall plate or can be installed in the floor. Associated power will be required consisting of one duplex power receptacle for every single data drop (jack) provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

One wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Wireless and wired capability.

Conference Room (Upstairs)

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the main presentation location. This can be within the conference room table or in a recessed floor box.

Provide one standard duplex communications outlet (two voice and two data) co-located with associated power at the wall 6" above a perimeter counter or 15" above the finished floor at a table location to support a phone and supplemental networked equipment. At a minimum, provide one duplex outlet on two walls of the Conference Room.

Optional, quad video conferencing outlet (four voice) co-located with associated power at the video conferencing or future/potential video conferencing location.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space .

Some wired and some wireless capabilities.



Division Name

Space Name

Description/Detail Data

FICTION COLLECTION

Fiction Collection & Seating

One single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

GENERAL BUILDING SERVICES

Mechanical Equipment Room

Provide sufficient duplex communications outlets co-located with associate power mounted at 15" above the finished floor or higher if equipment requires.

Telecommunications Closet

Provide sufficient duplex communications outlets co-located with associated power mounted at 15" above the finished floor or higher if equipment requires.

HOMEWORK CENTER

Homework Collection & Seating

Provide one single data drop (jack) per seat for network enabled tables and carrels. Provide at a minimum, network connectivity to at least two thirds of the tables, carrels, and all technology. . The outlets can be wall-mounted at 6" above the work surface or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Division Name

Space Name

Description/Detail Data

Wireless and wired combination capability. Wired for AV presentations for training. AV equipment (stored in AV, Chair & Table Storage Room in the Community Meeting Room) will be available for use in this area.

Study/Tutoring Room

Provide one standard quad communications outlet (two voice and two data) wall-mounted at 15" above the finished floor on a minimum of two walls or wall-mounted at 6" above the work surface for any fixed counters. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations. Students may use their laptops computers in this area.

LIBRARY ENTRANCE

Museum Exhibits

Provide universal access to power and data connections for future inter-active media displays.

Public Entrance & Lobby

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at the information kiosk with additional outlets for future growth; and one single voice outlet (one voice) for each pay telephone location.

Provide one single data drop (jack) per table or carrel. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Division Name

Space Name

Description/Detail Data

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

Provide one single data drop (jack) per seat for network enabled tables or carrels. Provide network connectivity to at least one half of the tables and carrels in this area for laptop use. The outlets can be wall-mounted at 15" above the finished floor or in recessed floor boxes accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every two data drops provided.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

Provide one standard duplex communication outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position mounted at 15" above the finished floor.

OPAC areas must be provided with one standard duplex communications outlet (two data) co-located with associated power at each of the OPAC and possible future printer locations with additional outlets provided for future growth.



Division Name

Space Name

Description/Detail Data

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

Reference Desk

Provide one standard duplex communications outlet (one voice and one data) co-located with associated power distributed every 4' on the work counter and one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position.

All computers in the Homework Study/Tutoring space will be printed in this area so those computers must be wired into the print manager in this area.

STAFF SERVICES

Staff Entrance & Lobby

Provide one wall-mounted voice outlet (one voice) suitable for a wall-mounted telephone, located near the door.

Staff Lounge w/Kitchenette

One standard duplex communications outlet (one voice and one data) co-located with associated power distributed on at least three of four available walls coordinated with the furniture layout mounted at 15" above the finished floor.

Staff Services Workroom

Provide one standard quad communications outlet (two voice and two data) co-located with associated power at each workstation position. The outlets should be mounted at 15" above the finished floor for desks that are adjacent to a wall. If modular furniture is used, the communications cabling can be distributed via conduit and J-boxes with the communications outlets integrated into the furniture; and one standard duplex communications outlet (one voice and one data) with associated power at each printer and fax location.



Division Name

Space Name

Description/Detail Data

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

Provide one single data drop (jack) per reader seat, with a minimum requirement of network connectivity to at least two-thirds of the tables and carrels. The outlets can be wall-mounted at 6" above the table or carrel work surface, wall-mounted at 15" above the finished floor, or in recessed floor boxes, accommodating two, four or more drops (jacks). The data cabling can also be distributed via conduit and J-boxes with the data drops integrated into the furniture. Associated power will be required consisting of one duplex power receptacle for every data drop provided to support one computer and one monitor.

To provide universal access to power and data connections, wall-mounted receptacles and outlets can be installed no less than 15" above the finished floor for forward reach access and no less than 9" above the finished floor for side reach access, with a minimum of 30" wide x 48" deep clear floor space. If no alternatives are provided to receptacles mounted at 6" above the work surface on the back wall of a carrel, the depth of the work surface cannot exceed 24" for a side reach or 25" for a forward reach at accessible locations.



Electrical

for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

All outlet boxes to be recessed.

BROWSING

New Book Display

All outlet boxes to be recessed.

CHILDREN'S LIBRARY

Children's Collection & Seating

All outlet boxes to be recessed. All clocks to be battery operated.

Juvenile Collection & Seating

All outlet boxes to be recessed.

CIRCULATION SERVICES

Book Return Room

All outlet boxes to be recessed. Duplex receptacles for bar code reader (RFID).

Branch Manager's Office

All outlet boxes to be recessed. All clocks to be battery operated.

Circulation Desk

Provide outlets for security cameras, security gates, and monitors. All outlet boxes to be recessed. Two-plug outlet needed for bar code reader in return chute in Circulation Desk. Wiring for the video security monitor must be in place and also for cameras at inventory control gate, emergency exit door, and general library area. Security gates must be located away from entrance between lobby and main library area but must be several feet away from any metal door frame.

Copy Bay

All outlet boxes to be recessed.

Self-Check Out Cluster

All outlet boxes to be recessed.

Self-Service Reserved Book Collection

All outlet boxes to be recessed.

COMMUNITY ROOM

AV, Chair & Table Storage Room

All outlet boxes to be recessed. Two-plug outlets. A box high on wall for TV projection screen must be in place.

Community Room w/Kitchenette

All outlet boxes to be recessed. Counter height GFCI outlet (two plug) located in kitchenette. All clocks must be battery operated.

Public Rest Room (Upstairs)

GFCI (two-plug) outlet above sink counter.



Division Name

Space Name

Description/Detail Data

FICTION COLLECTION

Fiction Collection & Seating

All outlet boxes to be recessed.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

GFCI outlet (two plug). All outlet boxes to be recessed.

Mechanical Equipment Room

All outlet boxes to be recessed.

Telecommunications Closet

All outlet boxes to be recessed.

HOMEWORK CENTER

Homework Collection & Seating

All outlet boxes to be recessed. All clocks must be battery operated.

Study/Tutoring Room

All outlet boxes must be recessed. Two-plug outlets.

LIBRARY ENTRANCE

Museum Exhibits

Recessed outlet boxes so exhibit cases may be placed flush against the wall.

Public Entrance & Lobby

Recessed outlet boxes and outlets (duplex) for security gates, display cases, vacuum cleaner, etc. Recessed boxes are for flush mounting of display cases against wall.

Wiring for video camera for security gate. All clocks must be battery operated.

Public Rest Rooms

GFCI (two-plug) outlet above sink counter.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

All outlet boxes to be recessed.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

All outlet boxes to be recessed. Outlets for possible future table or floor lamps must be in place.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

All outlet boxes to be recessed.

Reference Collection & Seating

All outlet boxes must be recessed.

Reference Desk

All outlet boxes recessed.



Division Name

Space Name

Description/Detail Data

STAFF SERVICES

Staff Entrance & Lobby

All outlet boxes to be recessed. One double plug for power. Wiring for video camera.

Staff Lounge w/Kitchenette

Counter height GFCI outlet (two plug). All outlet boxes to be recessed. All clocks must be battery operated.

Staff Rest Room

Counter height wall GFCI outlet (two plug).

Staff Services Workroom

All outlet boxes to be recessed. GFCI outlet over sink. All clocks must be battery operated.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

All outlet boxes to be recessed.



Appendix O

Security

Security for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

This space will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation/Reference Desk to the AV Collection Area should not be obstructed.

BROWSING

New Book Display

This space will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Desk to the New Book Display Area should not be obstructed.

CHILDREN'S LIBRARY

Children's Collection & Seating

This space will be supervised by the staff at the Circulation Desk. Sight lines from the Circulation Area to the Children's Collection and Seating Area should not be obstructed.

Juvenile Collection & Seating

This space will be supervised by staff at the Circulation Desk. Sight lines from Circulation to this area should not be obstructed. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

CIRCULATION SERVICES

Book Return Room

This space will be supervised by staff at the Circulation Desk. There needs to be a clear line of sight from the desk to any main drop slots inside the library's security system. All drop slots must be lockable. If drop slots are accessible from outside the building or from the lobby so that materials can be deposited after hours, the space must be an enclosed fire rated room with a smoke detector and sprinkler head in case of the introduction of flammable material into the drops.

Branch Manager's Office

Staff office which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Circulation Desk

The staff at this space supervises much of the public area just inside the entrance from the lobby. Access to patrons who are exiting the building after activating the inventory control system alarm is important. The staff should be able to see a major portion of the lobby, the entrances to the library, and the entrances to the Public Rest Rooms. If the library has a video surveillance system, the security monitors may be located at the Circulation Desk.



Division Name

Space Name

Description/Detail Data

Inventory control gates will be located at the entrance between the Public Entrance and Lobby and the main library. They must be at a minimum distance of eight feet from the nearest electronic workstation. The security monitor for the gates will be located in this area with the video camera positioned to focus on the security gates. Alarms should be audible at this space. One camera to be placed at inventory control gate, one at the emergency exit door, one at staff entrance, and one in general library area. All monitoring from a split screen monitor will be done at this space. Security gate to be 3 feet from metal doors and/or door frames.

Copy Bay

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation Desk to this area must be unobstructed.

Self-Check Out Cluster

This area will be supervised by staff at the Circulation Desk. Sight lines from the Circulation Desk to this area must be unobstructed.

Self-Service Reserved Book Collection

The space will be supervised by staff at the Circulation Desk. The bookstacks should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

COMMUNITY ROOM

AV, Chair & Table Storage Room

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Community Room w/Kitchenette

This space will have assigned staff who are charged with its supervision. The Meeting Room requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

The cabinet doors to the Kitchenette should be lockable and access controlled by staff. Folding or sliding doors, lockable may be installed over the kitchen unit.

A separate alarm key pad may be in place in this area for after-hours usage of the

Conference Room (Upstairs)

This area will have assigned staff who are charged with its supervision. The Conference Room space requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

Public Rest Room (Upstairs)

All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.



Division Name

Space Name

Description/Detail Data

Fiction Collection & Seating

The space will be supervised by staff at the Circulation Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Mechanical Equipment Room

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

Telecommunications Closet

Staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. Automatic door-closing mechanism on heavy door.

HOMEWORK CENTER

Homework Collection & Seating

The space will be supervised by staff at the Circulation Desk. Sight lines to the space, which may have half or full glassed walls, must be unobstructed.

Study/Tutoring Room

The room must be readily supervised by staff at the Circulation Desk and Reference Desk. Sight lines to the room, which should have a glass wall and a glass door to the public area, must be unobstructed. Access to the room may be controlled by remote electronic switch at the desk, or by mechanical lock and key, electronic keypad, or magnetic card reader.

LIBRARY ENTRANCE

Museum Exhibits

Staff at the Circulation Desk will supervise this room. There should be a clear view inside the room from the Circulation Desk. Lockable display cases are required.

Public Entrance & Lobby

The lobby should be able to be secured not only from the outside of the building, but also from the library itself to allow for the use of the Public Meeting Room and upstairs Conference Room when the library is closed. Much of the lobby should be visible to the staff at the Circulation Desk. The fire alarm annunciation display panel should be located in this space immediately visible upon entering the building. The entry detection and alarm system main locator panel should also be located in this space. Alarms should be audible at the Circulation Desk.

Staff at the Circulation Desk will supervise this space. There should be a clear view inside the room from the Circulation Desk. Lockable display cases and file cabinets are required. A separate alarm keypad may be in place in this area for after hours occupancy..

Division Name



Castroville Library

Library Building Program

Appendix O-3

Space Name

Description/Detail Data

Public Rest Rooms

The staff at the Circulation Desk will supervise the Public Rest Rooms and should be able to see the entrance to the rest rooms. All rest rooms will be lockable, so they can be locked at night by staff before closing the building; however, anyone inadvertently locked inside should be able to exit the rest room.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

The space will be supervised by the staff at the Circulation Desk and Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

The space will be supervised by the staff at the Circulation Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera or other means.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

This area will be supervised by staff at the Circulation Desk and Reference Desk. Sight lines from the desk to this area should not be obstructed.

Reference Collection & Seating

The Reference Collection will be supervised by staff at the Circulation Desk and Reference Desk. The bookstack and seating areas should be laid out to optimize visual supervision, however it may not be possible to have all areas visible to staff at the desk. Any areas not easily observed by desk staff may require monitoring by a security camera.

Reference Desk

The Reference Desk is the central surveillance point for the Reference, Non-Fiction and Periodicals Collections as well as potentially for the Local History and Fiction Collections. As much of these areas as possible should be visible to the staff at this desk. The staff should be able to control entry into the study rooms and the Local History collection electronically from this location or distribute keys or card keys if required. The CD-ROM collection should be relatively secure behind the Reference Desk.

STAFF SERVICES

Staff Entrance & Lobby

This is a staff only entrance controlled by a mechanical lock and key, electronic keypad, or magnetic card reader. This entrance should be inaccessible to the public inside the building and well lighted for the safety of staff leaving the buildings at night. A buzzer, doorbell, or intercom speaker is desirable if this is also a service delivery entrance. There should be a small view window in the staff door. The alarm system key pad must be in this area. One video camera will be placed in this area.



Division Name

Space Name

Description/Detail Data

Staff Lounge w/Kitchenette

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Staff Rest Room

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access, unless it is located within a secured staff area.

Staff Services Workroom

This is a space that which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access. If the space does not have a door, patrons should be discouraged from entering by the use of gates and/or signage. Staff in this area should be able to see the Circulation Desk so they can get to it quickly if needed. Sight lines to other areas of the library from the workroom are desirable.

Staff Storage/Supply Closet

This is a staff only area which requires a mechanical lock and key, electronic keypad, or magnetic card reader to control access.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

Staff at the combination Circulation Desk will supervise this area. It is critical that staff can view the entire space, including bookstack and seating areas.



Appendix P

Signage

Signage for each Library Space

Division Name

Space Name

Description/Detail Data

AUDIO-VISUAL COLLECTION

AV Collection

Required signage includes major area directional and identification sign which can be seen from the Public Entrance, OPAC Area, and Combination Desk. This directional sign ("Adult and Young Adult AV Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("AV Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Videos," "Cassettes," "CDs," "DVDs," and "Audio Books". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Emergency Exit Only"), changeable and permanent information signs (e.g., "Videos Circulate for One Week"), and donor recognition plaques.

BROWSING

New Book Display

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Combination Desk. This directional sign ("Adult and Young Adult New Books" or "Browsing Area") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("New Books" or "Browsing Area") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.



Division Name

Space Name

Description/Detail Data

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Cell Phones"), changeable and permanent information signs (e.g., "New Books Circulate for One Week"), and donor recognition plaques.

CHILDREN'S LIBRARY

Children's Collection & Seating

Required signage includes a major area directional and identification sign which can be seen from the Public Entrance and Lobby, OPAC Area, and Circulation Desk. This directional sign ("Children's Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Children's Collections") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille. May be child's viewing height.

Signage requirements include directional signs for major collection categories, such as "Picture Books," "Easy Readers," and "Award Winners." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "Quiet Please"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

Juvenile Collection & Seating

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby, OPAC Area, and Circulation Desk. This directional sign ("Juvenile Collections") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Juvenile Collections") must be wall-mounted on the latch side of any door or entrance at least 60" above the finished floor and shall be 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Signage requirements include directional signs for major collection categories, such as "Juvenile Biography," "Juvenile Non-Fiction," and "Juvenile Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.



Division Name

Space Name

Description/Detail Data

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please Do Not Reshelve Library Materials"), and donor recognition plaques.

CIRCULATION SERVICES

Division Name

Space Name

Description/Detail Data

Book Return Room

Signage should include permanent room identification signs ("Book Return" and "Audio-Visual Return") wall-mounted on the right side of the drop slot with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Directional signage must also be placed outside the building.

Branch Manager's Office

Required signage includes a permanent room identification sign ("Branch Manager") wall-mounted on the latch side of the door at 60" above the finished floor with characters that must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. This room identification sign may include a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Circulation Desk

Required signage includes a well-lighted major area directional and identification sign which can be seen from the Lobby and Library Entrance. This directional sign ("Circulation Desk" or "Customer Service") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include ceiling hung signs or desk bars, for designated service points, such as "Returns," "Patron Registration," and "Checkout" and a sign for any return slot. Changeable insert sign system is required for stack end panels for collections held behind the Circulation Desk. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, visible pictogram flag signs for elevators or rest rooms, and an emergency evacuation map. Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Internet Classes on Saturday." Signs must be made for Self-Check Out Units, and Self-Service Reserve Collection.



Division Name

Space Name

Description/Detail Data

Copy Bay

Required signage includes a permanent room identification sign ("Copy Center") wall-mounted on the latch side of the door, if room, at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room, if separate, identification number as assigned by facilities staff.

Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Self-Check Out Cluster

Required signage includes major area directional and identification sign which can be seen from the Library Entrance, OPAC Area, and Combination Desk. This directional sign ("Self-Check Out" or "Check-Out") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are approximately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Additional requirement includes area identification flags with universal symbol wall-mounted (perpendicular) in the major traffic paths.

Self-Service Reserved Book Collection

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Combination Desk, OPAC Area, and Reference Area. This directional sign ("Self-Service Reserves and Holds" or "Reserves Collection") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Patron Last Names A-L," and "Patron Last Names M-Z,". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.



Division Name

Space Name

Description/Detail Data

COMMUNITY ROOM

AV, Chair & Table Storage Room

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Community Room w/Kitchenette

Required signage includes a major area directional and identification sign which can be seen from the lobby and Combination Desk. This directional sign ("Public Meeting Room") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

A Permanent room identification sign ("Meeting Room") wall-mounted on the latch side of the doors at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Required signage includes a permanent room identification sign ("Kitchenette" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Restriction signs (e.g., "Please Leave Kitchen Clean") and changeable and permanent information signs should also be included. Additional signage requirement includes room identification number as assigned by facilities staff.

Conference Room (Upstairs)

Required signage includes a permanent room identification sign ("Conference Room") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

Public Rest Room (Upstairs)

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle $\frac{1}{8}$ " thick with edges 12" long pointing upward), Women's (12" diameter circle $\frac{1}{8}$ " thick), or Unisex facilities (12" diameter circle with $\frac{1}{8}$ " thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.



Division Name

Space Name

Description/Detail Data

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or "Women") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

FICTION COLLECTION

Fiction Collection & Seating

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Combination Desk, OPAC Area, and Reference Area. This directional sign ("Fiction") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as "Westerns," "Mystery," and "Science Fiction." A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs, (e.g., "Emergency Exit Only – Alarm will Sound", "No Cell Phones"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.

GENERAL BUILDING SERVICES

Custodial Sink & Storage Room

Required signage includes a permanent room identification sign ("Custodial Room - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

Mechanical Equipment Room

Required signage includes a permanent room identification sign ("Mechanical Equipment Room -- Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Division Name

Space Name

Description/Detail Data

Telecommunications Closet

Required signage includes a permanent room identification sign ("Telecommunications Room - Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

HOMEWORK CENTER

Homework Collection & Seating

Required signage includes a well-lighted area directional and identification sign which can be seen from the Juvenile and/or Young Adult Collection and Seating Area, Library Entrance, and Circulation Desk. This directional sign ("Homework Center") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Other sign options may include "Study Room" or "Quiet Study".

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Tutors available after 3:30 p.m."), and donor recognition plaques. Requirement includes room identification number as assigned by facilities staff.

Study/Tutoring Room

Required signage includes a permanent room identification sign ("Study Room" or "Quiet Study") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. This room identification sign may include an "In-Use" slider panel or a sign carrier for posting schedules. Additional signage requirement includes room identification number as assigned by facilities staff.

LIBRARY ENTRANCE

Museum Exhibits

Required signage includes a well-lighted space directional and identification sign which may be seen from the Circulation Desk or other major traffic paths. The directional sign ("Local History Exhibit" or "Castroville History Exhibit") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent space identification signage ("Local History Exhibit") shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.



Division Name

Space Name

Description/Detail Data

Additional requirements include fire and life safety lighted exit signs, restriction signs, (e.g., "Emergency Exit Only - Alarm will Sound") changeable and permanent information signs (e.g., "Local History Materials Do Not Circulate"), and donor recognition plaques.

Public Entrance & Lobby

Required signage includes changeable information signs including hours of operation and restriction signs (e.g., "No Smoking" or "No Cell Phones"). It should include a pictogram flag sign, perpendicular to the wall, for any elevators or rest rooms adjacent to the Lobby. Other signage will include fire and life safety lighted emergency exit signs, emergency evacuation maps, floor directories and weekly calendar of events board(s). The lobby may also include signs acknowledging public officials and donor recognition plaques.

Required signage includes a well-lighted area directional and identification sign which can be seen from the Circulation Desk, Reference Desk, or other major traffic path. This directional sign ("Local History Exhibit" or "California History Exhibit" or "Castroville History Exhibit" or "History Exhibit") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height.

Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent area identification signage ("Local History Exhibit") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Additional requirements include fire and life safety lighted exit signs, restriction signs, (e.g., "Emergency Exit Only - Alarm will Sound") changeable and permanent information signs (e.g., "Local History Materials Do Not Circulate"), and donor recognition plaques.

Public Rest Rooms

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle $\frac{1}{8}$ " thick with edges 12" long pointing upward), Women's (12" diameter circle $\frac{1}{8}$ " thick), or Unisex facilities (12" diameter circle with $\frac{1}{8}$ " thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Unisex", "Men" or



Division Name

Space Name

Description/Detail Data

“Women”) wall-mounted 60” above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32” raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

NON-FICTION COLLECTION

Non-Fiction Collection & Seating

Required signage includes major area directional and identification signs which can be seen from the lobby, Combination Desk, OPAC Area, and Reference Area. These directional signs (“Non-Fiction Collection”) must be wall-mounted or ceiling hung at least 80” high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3” in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage (“Non-Fiction Collection”) must be wall-mounted on the latch side of any door or entrance at 60” above the finished floor and shall be 1/32” raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as “Biography,” “History,” and “Art and Architecture.” A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., “Emergency Exit Only – Alarm will Sound”), changeable and permanent information signs (e.g., “Please Do Not Reshelve Library Materials”), and donor recognition plaques.

PERIODICALS COLLECTION

Current Magazine & Newspaper Display & Seating

Required signage includes a major area directional and identification sign which can be seen from the lobby and Combination Desk. This directional sign (“Current Periodicals” or “Magazine Reading Room”) must be wall-mounted or ceiling hung at least 80” high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3” in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage (“Periodicals”) must be wall-mounted on the latch side of any door or entrance at 60” above the finished floor and shall be 1/32” raised uppercase sans serif type characters accompanied by Grade II Braille.



Division Name

Space Name

Description/Detail Data

Signage requirements may include directional signs for major collection categories, such as “Newspapers,” and “Magazines.” A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., “No Cell Phones”), changeable and permanent information signs (e.g., “Magazines Do Not Circulate”), and donor recognition plaques.

REFERENCE SERVICES

On-Line Public Access Catalog (OPAC) Cluster

Required signage includes a well-lighted major area identification sign which can be seen from the Library’s Entrance or Lobby. This directional sign (“Library Catalog”) must be wall-mounted or ceiling hung at least 80” high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3” in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10, must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

The signage for all of the nearby collections in the library should be visible to patrons from the OPAC Area. Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., “No Food or Drink”), changeable and permanent information signs (e.g., “Printing Available at Reference Stations”), and donor recognition plaques.

Reference Collection & Seating

Required signage includes major area directional and identification signs which can be seen from the Lobby, Combination Desk, and OPAC Area. This directional sign (“Reference Collections”) must be wall-mounted or ceiling hung at least 80” high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3” in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Signage requirements may include directional signs for major collection categories, such as “Business Reference,” “Careers,” and “Indexes.” A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, pictogram flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., “No Food or Drink”), changeable and permanent information signs (e.g., “Please Do Not Reshelve Library Materials”), and donor recognition plaques.



Division Name

Space Name

Description/Detail Data

Reference Desk

Required signage includes a well-lighted area identification sign which can be seen from the Lobby, Circulation Desk, and OPAC Area. This directional sign ("Reference Desk") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish.

Additional requirements include changeable and permanent information signs such as "Ask Me!" or "Help Available at the Circulation Desk."

STAFF SERVICES

Staff Entrance & Lobby

Required signage includes a permanent identification sign ("Staff Entrance" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional signage may include an exterior sign "No Parking -- Library Staff Only."

Staff Lounge w/Kitchenette

Required signage includes a permanent room identification sign ("Staff Lounge" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille.

Additional signage requirement includes room identification number as assigned by facilities staff.

Staff Rest Room

Required signage includes a door-mounted geometric identification symbol to identify Men's (Equilateral triangle _" thick with edges 12" long pointing upward), Women's (12" diameter circle _" thick), or Unisex facilities (12" diameter circle with _" thick triangle superimposed within the circle), which contain no pictogram or letters, centered on the rest room door 60" above the floor in a color which distinctly contrasts with the color of the door.

Additional required signage includes a universal pictogram (white figures on a blue background) and the universal symbol of accessibility ; and a verbal description of the room placed immediately below the accessibility symbol ("Staff", "Unisex", "Men" or "Women", or "Staff Only") wall-mounted 60" above the finished floor adjacent to the latch side of the door. Characters on the wall-mounted signs must be 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage includes a room identification number as assigned by facilities staff.

Staff Services Workroom

Required signage includes a permanent room identification sign ("Staff Workroom" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor, with 1/32" raised uppercase sans serif type accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.



Division Name

Space Name

Description/Detail Data

Staff Storage/Supply Closet

Required signage includes a permanent room identification sign ("Storage Room" or "Staff Only") wall-mounted on the latch side of the door at 60" above the finished floor with 1/32" raised uppercase sans serif characters accompanied by Grade II Braille. Additional signage requirement includes room identification number as assigned by facilities staff.

YOUNG ADULT LIBRARY

Young Adult Collection & Seating

Required signage includes a major area directional and identification sign which can be seen from the Lobby, Combination Desk, and OPAC Area. This directional sign ("Young Adults") must be wall-mounted or ceiling hung at least 80" high when suspended overhead on a path of travel and must have characters and numbers that are appropriately sized according to the viewing distance, but no less than 3" in height. Characters must have a width-to-height ratio of between 3:5 and 1:1 and a stroke width-to-height ratio between 1:5 and 1:10; must contrast with their background; and must be in a matte, eggshell, or other non-glare finish. Permanent room identification signage ("Young Adults") must be wall-mounted on the latch side of any door or entrance at 60" above the finished floor and shall be 1/32" raised uppercase sans serif type characters accompanied by Grade II Braille.

Signage requirements may include directional signs for major collection categories, such as "Classics" and "Paperbacks". A changeable insert sign system is required for stack end panels. Shelf face sign carriers may be required.

Additional requirements include fire and life safety lighted exit signs, and may include a building floor directory or stack location map, symbol flag signs in traffic paths for elevators or rest rooms, restriction signs (e.g., "No Food or Drink"), changeable and permanent information signs (e.g., "Please do not reshelve library materials"), and donor recognition plaques.



Appendix Q

Preliminary Project Budget



Appendix R

Bibliography

- A Visual Dictionary of Architecture*, Francis Ching and Van Norstrand, New York: Reinhold, 1995.
- Avenues to Excellence for Public Library Service in Illinois*, Illinois State Library.
- Building Block for Library Spaces: Functional Guidelines*, American Library Associate, Chicago: ALA, 1995.
- Castroville Community Facility*, Salvadore Munoz, and Associates, 1998.
- Castroville Homework Center: Grant Application to Packard Foundation*, Marie Glavin, 2002.
- Castroville Recreation Feasibility Study*, Monterey County Redevelopment Agency, October 1998.
- Checklist of Library Building Considerations*, Sannwald, William, 4th ed., Chicago: ALA, 2001.
- Countdown to a New Library: Managing the Building Project*, Jeanette Woodward, Chicago: ALA, 2000.
- Designing Better Libraries: Selecting & Working with Building Professionals*, Richard McCarthy, Ft. Athinson, WI: Highsmith, 1999.
- Determining Your Public Library's Future Size: A Needs Assessment and Planning Model*, Lee Brawner and Donald K. Beck, Jr., American Library Trustee Association, ALA, 1996.
- Economic Forecast 1999-2000: Monterey County*, Stephen A. Nukes and Associates, San Luis Obispo, CA: Stephen A. Nukes, 1999.
- Financing Public Library Buildings*, Richard B. Hall, New York: Neal-Schuman, 1994.
- Libraries for the Future: Planning Buildings that Work*, Martin, Ron G., editor, Chicago: ALA, 1992.
- Library Building Project Handbook*, Raymond M. Holt, 2nd rev. ed., C. Dahlgren, Wisconsin Department of Public Instruction, Wisconsin: 1990.
- Library Buildings, Equipment, and the ADA: Compliance Issues and Solutions*, Cirillo, Susan E., editor, Chicago: ALA, 1996
- Library Facility Siting, and Location Handbook.*, Christine M. Koontz, Westport, CT: Greenwood, 1997.
- Library Lighting: A Primer for Librarians*, Meyer, Scherer & Rockcastle, Ltd., Minneapolis: Meyer, Scherer & Rockcastle, 1996.
- Libris Design* (www.librisdesign.org).
- Planning the Small Library Facility*, Anders Dahlgren, 2nd ed. Chicago: ALA, 1996.
- Wisconsin Public Library Standards*, 3rd ed. Wisconsin Department of Public Instruction, 2000.



Section 2

Conceptual Plans

With Outline Specifications



